

AWARD / CONTRACT		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350) ➡		RATING DO-C9		PAGE of PAGES 1 30	
2. CONTRACT (PROC. INST. IDENT.) NO. FA8650-20-C-XXXX		3. EFFECTIVE DATE		4. REQUISITION / PURCHASE REQUEST / PROJECT NO. See Section G			
5. ISSUED BY AFRL/RAKHC USAF/AFMC AFRL WRIGHT RESEARCH SITE 2130 EIGHTH STREET, BUILDING 45 WRIGHT-PATTERSON AFB OH 45433-7541 ETHAN W. DALE 713-9861 ETHAN.DALE@US.AF.MIL		CODE FA8650		6. ADMINISTERED BY (IF OTHER THAN ITEM 5) CODE			
				SCD: PAS: (NONE)			
7. NAME AND ADDRESS OF CONTRACTOR (NO., STREET, CITY, COUNTY, STATE AND ZIP CODE)				8. DELIVERY ☐ FOB Origin ☒ Other (see below)			
				9. DISCOUNT FOR PROMPT PAYMENT N			
CAGE CODE		FACILITY CODE		SUPPORT INVOICES COPIES UNLESS OTHERWISE SPECIFIED TO THE ADDRESS SHOWN IN		ITEM See Block 12	
11. SHIP TO / MARK FOR See Section F		CODE		12. PAYMENT WILL BE MADE BY		CODE	
				EFT: T			
13. AUTHORITY FOR OTHER THAN FULL AND OPEN COMPETITION				14. ACCOUNTING AND APPROPRIATION DATA			
15A. ITEM NO See Section B	15B. SUPPLIES/SERVICES			15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
				15G. TOTAL AMOUNT OF CONTRACT ➡			
16. Table of Contents							
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CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE							
17. ☒ Contractor's Negotiated Agreement (Contractor is required to sign this document and return 1 copies to issuing office). Contractor agrees to furnish and deliver all items or perform all services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)				18. ☐ Award (Contractor is not required to sign this document). Your offer on solicitation number _____ including the additions or changes made by you which additions or changes set forth in full above, is hereby accepted as to items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.			
19A. NAME AND TITLE OF SIGNER (TYPE OR PRINT)				20A. NAME OF CONTRACTING OFFICER			
19B. Name of Contractor		19C. Date Signed		20B. United States of America		20C. Date Signed	
by _____ (signature of person authorized to sign)				by _____ (signature of Contracting Officer)			

PART I - THE SCHEDULE
SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

ITEM	SUPPLIES OR SERVICES	Qty Purch Unit	Unit Price Total Item Amount
0001		1 Lot	Lot
	<i>Noun:</i> RESEARCH & DEVELOPMENT <i>ACRN:</i> U <i>PSC:</i> AN92 <i>NSN:</i> N - Not Applicable <i>DD1423 is Exhibit:</i> A <i>Contract type:</i> T - COST SHARING <i>Inspection:</i> DESTINATION <i>Acceptance:</i> DESTINATION <i>FOB:</i> DESTINATION <i>Descriptive Data:</i> The Contractor shall conduct research in accordance with Section J, Attachment 1, Statement of Work (SOW), entitled,"INSERT SOW TITLE," dated INSERT DATE. All data requirements shall be delivered in accordance with Exhibit A, Contract Data Requirements List, DD Form 1423-1, dated INSERT DATE. See Section F for shipment address(es).		
0002		1 Lot	Lot
	<i>Noun:</i> HARDWARE <i>ACRN:</i> U <i>PSC:</i> AN92 <i>NSN:</i> N - Not Applicable <i>DD1423 is Exhibit:</i> A <i>Contract type:</i> T - COST SHARING <i>Inspection:</i> DESTINATION <i>Acceptance:</i> DESTINATION <i>FOB:</i> DESTINATION <i>Descriptive Data:</i> Deliver hardware in accordance with Section J, Attachment X, Statement of Work entitled, "PROGRAM NAME" dated INSERT DATE. Hardware deliverables include, but are not limited to the following: a. INSERT hardware item #1: b. INSERT hardware item #2: Note: The requirements at DFARS 252.211-7003, Item Identification and Valuation, are applicable to this effort. The contractor shall provide DoD unique identification or a DoD recognized unique i.d. equivalent for all delivered hardware items for which the government's unit acquisition cost is \$5,000 or more. For Unique Identification (IUD) purposes, the hardware to be delivered has an estimated fully burdened cost of "INSERT DOLLAR AMOUNT "		

PART I - THE SCHEDULE
SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

ITEM	SUPPLIES OR SERVICES	Qty	Unit Price
		Purch Unit	Total Item Amount

0003

1

Lot

Lot

Noun: SOFTWARE
ACRN: U
PSC: AN92
NSN: N - Not Applicable
DD1423 is Exhibit: A
Contract type: T - COST SHARING
Inspection: DESTINATION
Acceptance: DESTINATION
FOB: DESTINATION

Descriptive Data:

The contractor shall deliver software in accordance with Section J, Attachment X, Statement of Work entitled, "INSERT SOW TITLE," dated INSERT DATE.

The contractor shall deliver any and all software developed and/or acquired via the course of effort, in accordance with Exhibit A, Contract Data Requirements List, DD form 1423-1, dated INSERT DATE.

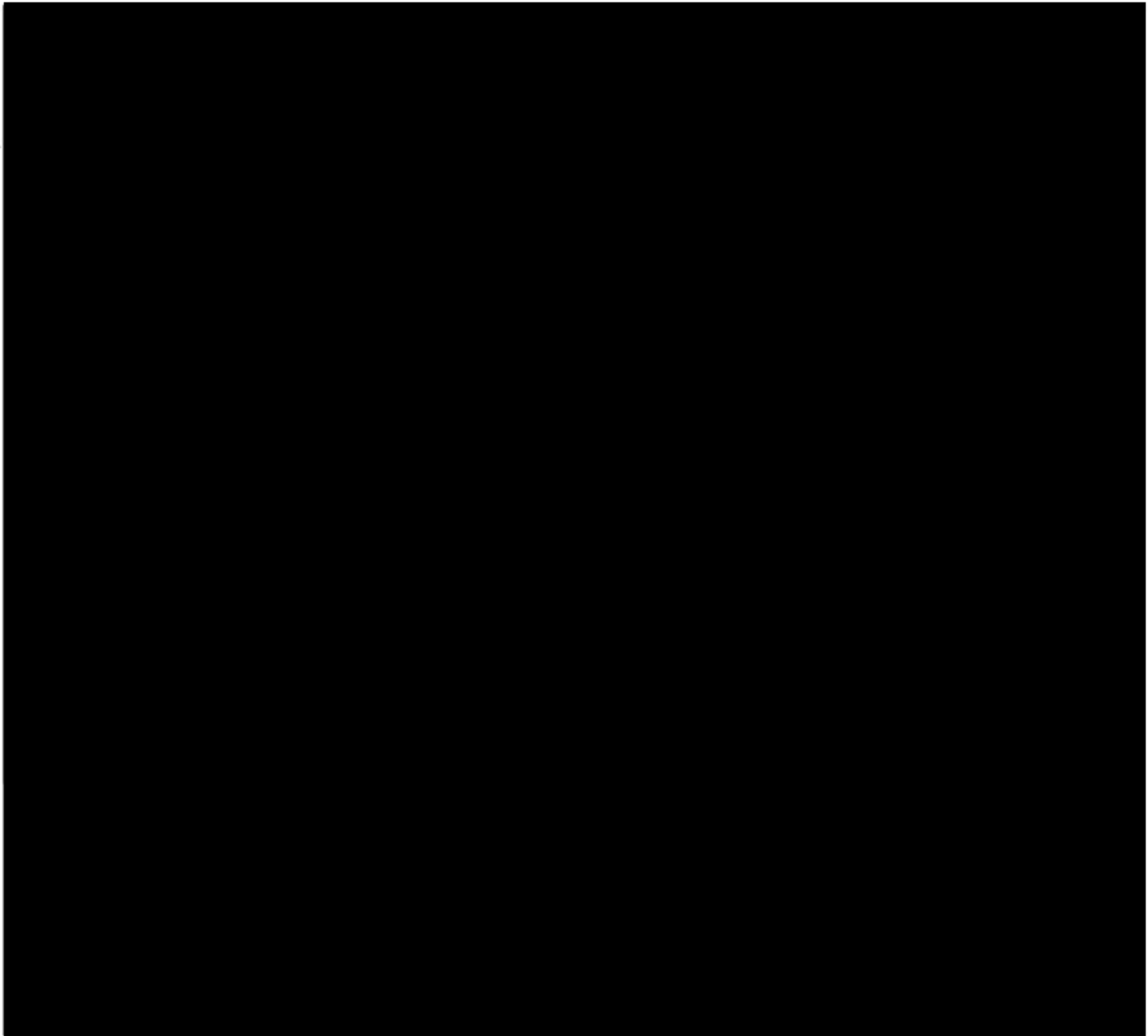
a. Insert software item #1:

b. Insert software item #2:

Any Commercial Off the Shelf (COTS) software licenses, to be delivered to the U.S. Government under the contract shall be consistent with federal law and submitted to the Contracting Officer for review for acceptability. Although some license terms do not necessarily violate federal law, they may raise security concerns or limit use to such an extent that the license does not meet the Government's needs.

PART I - THE SCHEDULE
SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

ITEM	SUPPLIES OR SERVICES	Qty Purch Unit	Unit Price Total Item Amount
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PART 1 - THE SCHEDULE
SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

NO CLAUSES OR PROVISIONS IN THIS SECTION

PART I - THE SCHEDULE
SECTION C - DESCRIPTION/SPECS./WORK STATEMENT

NO CLAUSES OR PROVISIONS IN THIS SECTION

PART I - THE SCHEDULE
SECTION D - PACKAGING AND MARKING

NO CLAUSES OR PROVISIONS IN THIS SECTION

PART I - THE SCHEDULE
SECTION E - INSPECTION AND ACCEPTANCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

FEDERAL ACQUISITION REGULATION CONTRACT CLAUSES

52.246-07 INSPECTION OF RESEARCH AND DEVELOPMENT -- FIXED-PRICE (AUG 1996)
52.246-08 INSPECTION OF RESEARCH AND DEVELOPMENT -- COST-REIMBURSEMENT
(MAY 2001)

PART I - THE SCHEDULE
SECTION F - DELIVERIES OR PERFORMANCE

ITEM	SUPPLIES SCHEDULE DATA	QTY	SHIP TO	MARK FOR	TRANS PRI	DATE
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0001		1	F4F4FH	F4F4FH		ASREQ
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Noun: RESEARCH & DEVELOPMENT
ACRN: U

Descriptive Data:

The scheduled delivery date for the approved final technical report is as reflected herein. The technical effort must be completed no later than INSERT DATE. The draft final report is due no later than INSERT DATE. All data shall be delivered in accordance with Exhibit A, Contract Data Requirements List, DD Form 1423, dated INSERT DATE.

The shipping address is as follows:

Attn: insert program manager name
insert program manager's office address
insert program manager's email
insert program manager's phone number

Mark For: insert contract number

All reports and correspondence submitted under this contract shall include the contract number and project number, if applicable, and be forwarded prepaid. A copy of the letters of transmittal shall be delivered to the Procuring Contracting Officer (PCO) and Administrative Contracting Officer (ACO). The addresses are set forth on the contract award cover page. All other address(es) and code(s) for consignee(s) are as set forth in the contract or incorporated by reference.

If this contract is terminated prior to completion, the Contractor agrees to provide a final report in accordance with Contract Data Requirements List (CDRLs), Section J, Exhibit A, Data Item A001. During the life of the contract, the contractor shall continuously reserve sufficient funds from the amount allotted to guarantee the preparation and delivery of said final report.

0002		1	F4F4FH	F4F4FH		ASREQ
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Noun: HARDWARE
ACRN: U

Descriptive Data:

Deliver hardware in accordance with Section J, Attachment X, Statement of Work entitled "insert program title of the Statement of Work" dated insert date. The scheduled delivery date for hardware is in conjunction with the end of the technical effort of CLIN 0001.

The shipping address is as follows:

Attn: insert program manager name
insert program managers office address
insert program managers email
insert program managers phone number

Mark For: insert contract number

PART I - THE SCHEDULE
SECTION F - DELIVERIES OR PERFORMANCE

(Include contract number and insert program manager's name, office symbol, and phone number on the shipping documents.)

0003 1 F4F4FH F4F4FH ASREQ

Noun: SOFTWARE

ACRN: U

Descriptive Data:

Deliver software in accordance with Section J, Attachment X, Statement of Work entitled "insert program title of the Statement of Work" dated insert date. The scheduled delivery date for software is in conjunction with the end of the technical effort of CLIN 0001. All data shall be delivered in accordance with Exhibit A, Contract Data Requirements List, DD Form 1423, dated INSERT DATE.

The shipping address is as follows:

Attn: insert program manager name
insert program managers office address
insert program managers email
insert program managers phone number

Mark For: insert contract number

(Include contract number and insert program manager's name, office symbol, and phone number on the shipping documents.)

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

FEDERAL ACQUISITION REGULATION CONTRACT CLAUSES

52.242-15 STOP-WORK ORDER (AUG 1989)
52.242-15 STOP-WORK ORDER (AUG 1989) - ALTERNATE I (APR 1984)
52.242-17 GOVERNMENT DELAY OF WORK (APR 1984)
52.247-34 F.O.B. DESTINATION (NOV 1991)

PART I - THE SCHEDULE
SECTION G - CONTRACT ADMINISTRATION DATA

NOTICE: The following contract clauses pertinent to this section are hereby incorporated in full text:

DEFENSE FAR SUPP CONTRACT CLAUSES IN FULL TEXT

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (DEC 2018)

(a) Definitions. As used in this clause-

"Department of Defense Activity Address Code (DoDAAC)" is a six position code that uniquely identifies a unit, activity, or organization.

"Document type" means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

"Local processing office (LPO)" is the office responsible for payment certification when payment certification is done external to the entitlement system.

"Payment request" and "receiving report" are defined in the clause at 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(b) Electronic invoicing. The WAWF system provides the method to electronically process vendor payment requests and receiving reports, as authorized by Defense Federal Acquisition Regulation Supplement (DFARS) 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.sam.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>

(e) WAWF methods of document submission. Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor shall use the following information when submitting payment requests and receiving reports in WAWF for this contract or task or delivery order:

(1) Document type. The Contractor shall submit payment requests using the following document type(s):

(i) For cost-type line items, including labor-hour or time-and-materials, submit a cost voucher.

(ii) For fixed price line items-

PART I - THE SCHEDULE
SECTION G - CONTRACT ADMINISTRATION DATA

(A) That require shipment of a deliverable, submit the invoice and receiving report specified by the Contracting Officer.

TBD

(B) For services that do not require shipment of a deliverable, submit either the Invoice 2in1, which meets the requirements for the invoice and receiving report, or the applicable invoice and receiving report, as specified by the Contracting Officer.

TBD

(iii) For customary progress payments based on costs incurred, submit a progress payment request.

(iv) For performance based payments, submit a performance based payment request.

(v) For commercial item financing, submit a commercial item financing request.

(2) Fast Pay requests are only permitted when Federal Acquisition Regulation (FAR) 52.213-1 is included in the contract.

[Note: The Contractor may use a WAWF "combo" document type to create some combinations of invoice and receiving report in one step.]

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
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Pay Official DoDAAC	TBD
Issue By DoDAAC	TBD
Admin DoDAAC	TBD
Inspect By DoDAAC	TBD
Ship To Code	TBD
Ship From Code	TBD
Mark For Code	TBD
Service Approver (DoDAAC)	TBD
Service Acceptor (DoDAAC)	TBD
Accept at Other DoDAAC	TBD
LPO DoDAAC	TBD
DCAA Auditor DoDAAC	TBD
Other DoDAAC(s)	TBD

(*Contracting Officer: Insert applicable DoDAAC information. If multiple ship to/acceptance locations apply, insert "See Schedule" or "Not applicable.")

(**Contracting Officer: If the contract provides for progress payments or performance-based payments, insert the DoDAAC for the contract administration office assigned the functions under FAR 42.302(a)(13).)

(4) Payment request. The Contractor shall ensure a payment request includes documentation appropriate to the type of payment request in accordance with the payment clause,

PART I - THE SCHEDULE
SECTION G - CONTRACT ADMINISTRATION DATA

contract financing clause, or Federal Acquisition Regulation 52.216-7, Allowable Cost and Payment, as applicable.

(5) Receiving report. The Contractor shall ensure a receiving report meets the requirements of DFARS Appendix F.

(g) WAWF point of contact.

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.
TBD

(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.

PART I - THE SCHEDULE
SECTION H - SPECIAL CONTRACT REQUIREMENTS

NO CLAUSES OR PROVISIONS IN THIS SECTION

PART II - CONTRACT CLAUSES
SECTION I - CONTRACT CLAUSES

Contract Clauses in this section are from the FAR, Defense FAR Sup, Air Force FAR Sup, and the Air Force Materiel Command FAR Sup, and are current through the following updates:

Database_Version: 7.3.x.900; Issued: 12/13/2019; FAR: FAC 2020-01; DFAR: DPN20191127; DL: DL 98-021; Class Deviations: CD 2020-O0001; AFFAR: 2002 Edition; AFAC: AFAC 2017-1003; IPN: 98-009

I. **NOTICE:** The following contract clauses pertinent to this section are hereby incorporated by reference:

A. FEDERAL ACQUISITION REGULATION CONTRACT CLAUSES

52.202-01	DEFINITIONS (NOV 2013)
52.203-03	GRATUITIES (APR 1984)
52.203-05	COVENANT AGAINST CONTINGENT FEES (MAY 2014)
52.203-06	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (SEP 2006)
52.203-07	ANTI-KICKBACK PROCEDURES (MAY 2014)
52.203-08	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY (MAY 2014)
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY (MAY 2014)
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (OCT 2010)
52.203-13	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT (OCT 2015)
52.203-16	PREVENTING PERSONAL CONFLICTS OF INTEREST (DEVIATION 2018-O0018) (AUG 2018)
52.203-17	CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS (APR 2014)
52.203-19	PROHIBITION ON REQUIRING CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS OR STATEMENTS (JAN 2017)
52.204-02	SECURITY REQUIREMENTS (AUG 1996)
52.204-04	PRINTED OR COPIED DOUBLE-SIDED ON POSTCONSUMER FIBER CONTENT PAPER (MAY 2011)
52.204-09	PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011)
52.204-10	REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS (OCT 2018)
52.204-13	SYSTEM FOR AWARD MANAGEMENT MAINTENANCE (OCT 2018)
52.204-18	COMMERCIAL AND GOVERNMENT ENTITY CODE MAINTENANCE (JUL 2016)
52.204-19	INCORPORATION BY REFERENCE OF REPRESENTATIONS AND CERTIFICATIONS (DEC 2014)
52.204-22	ALTERNATIVE LINE ITEM PROPOSAL (JAN 2017)
52.204-23	PROHIBITION ON CONTRACTING FOR HARDWARE, SOFTWARE, AND SERVICES DEVELOPED OR PROVIDED BY KASPERSKY LAB AND OTHER COVERED ENTITIES (JUL 2018)
52.204-25	PROHIBITION ON CONTRACTING FOR CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (AUG 2019)
52.209-06	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (OCT 2015)
52.209-09	UPDATES OF PUBLICLY AVAILABLE INFORMATION REGARDING RESPONSIBILITY MATTERS (OCT 2018)
52.209-10	PROHIBITION ON CONTRACTING WITH INVERTED DOMESTIC CORPORATIONS (NOV 2015)
52.210-01	MARKET RESEARCH (APR 2011)

PART II - CONTRACT CLAUSES
SECTION I - CONTRACT CLAUSES

52.211-05	MATERIAL REQUIREMENTS (AUG 2000)
52.215-02	AUDIT AND RECORDS -- NEGOTIATION (OCT 2010)
52.215-08	ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT (OCT 1997)
52.215-10	PRICE REDUCTION FOR DEFECTIVE CERTIFIED COST OR PRICING DATA (AUG 2011)
52.215-11	PRICE REDUCTION FOR DEFECTIVE CERTIFIED COST OR PRICING DATA--MODIFICATIONS (AUG 2011)
52.215-12	SUBCONTRACTOR CERTIFIED COST OR PRICING DATA (DEVIATION 2018-O0015) (MAY 2018)
52.215-13	SUBCONTRACTOR CERTIFIED COST OR PRICING DATA--MODIFICATIONS (DEVIATION 2018-O0015) (MAY 2018)
52.215-14	INTEGRITY OF UNIT PRICES (OCT 2010) - ALTERNATE I (OCT 1997)
52.215-15	PENSION ADJUSTMENTS AND ASSET REVERSIONS (OCT 2010)
52.215-18	REVERSION OR ADJUSTMENT OF PLANS FOR POSTRETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS (JUL 2005)
52.215-19	NOTIFICATION OF OWNERSHIP CHANGES (OCT 1997)
52.215-21	REQUIREMENTS FOR CERTIFIED COST OR PRICING DATA AND DATA OTHER THAN CERTIFIED COST OR PRICING DATA--MODIFICATIONS (OCT 2010)
52.215-23	LIMITATIONS ON PASS-THROUGH CHARGES (OCT 2009)
52.216-07	ALLOWABLE COST AND PAYMENT (AUG 2018)
52.216-08	FIXED FEE (JUN 2011)
52.216-11	COST CONTRACT -- NO FEE (APR 1984)
52.216-12	COST-SHARING CONTRACT -- NO FEE (APR 1984)
52.216-15	PREDETERMINED INDIRECT COST RATES (APR 1998)
52.219-08	UTILIZATION OF SMALL BUSINESS CONCERNS (OCT 2018)
52.219-09	SMALL BUSINESS SUBCONTRACTING PLAN (AUG 2018) - ALTERNATE II (NOV 2016)
52.219-16	LIQUIDATED DAMAGES -- SUBCONTRACTING PLAN (JAN 1999)
52.219-28	POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION (JUL 2013)
52.222-02	PAYMENT FOR OVERTIME PREMIUMS (JUL 1990) Para (a), Dollar amount is 'TBD'
52.222-03	CONVICT LABOR (JUN 2003)
52.222-19	CHILD LABOR--COOPERATION WITH AUTHORITIES AND REMEDIES (OCT 2019)
52.222-21	PROHIBITION OF SEGREGATED FACILITIES (APR 2015)
52.222-26	EQUAL OPPORTUNITY (SEP 2016)
52.222-35	EQUAL OPPORTUNITY FOR VETERANS (OCT 2015)
52.222-36	EQUAL OPPORTUNITY FOR WORKERS WITH DISABILITIES (JUL 2014)
52.222-37	EMPLOYMENT REPORTS ON VETERANS (FEB 2016)
52.222-40	NOTIFICATION OF EMPLOYEE RIGHTS UNDER THE NATIONAL LABOR RELATIONS ACT (DEC 2010)
52.222-50	COMBATING TRAFFICKING IN PERSONS (JAN 2019)
52.222-54	EMPLOYMENT ELIGIBILITY VERIFICATION (OCT 2015)
52.223-03	HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA (JAN 1997) Para (b), Material Identification No: 'TBD'
52.223-05	POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION (MAY 2011)
52.223-06	DRUG-FREE WORKPLACE (MAY 2001)
52.223-07	NOTICE OF RADIOACTIVE MATERIALS (JAN 1997) Para (a), Number of days is 'TBD'
52.223-10	WASTE REDUCTION PROGRAM (MAY 2011)
52.223-18	ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING (AUG 2011)
52.223-19	COMPLIANCE WITH ENVIRONMENTAL MANAGEMENT SYSTEMS (MAY 2011)
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES (JUN 2008)
52.227-01	AUTHORIZATION AND CONSENT (DEC 2007) - ALTERNATE I (APR 1984)
52.227-10	FILING OF PATENT APPLICATIONS -- CLASSIFIED SUBJECT MATTER (DEC 2007)

PART II - CONTRACT CLAUSES
SECTION I - CONTRACT CLAUSES

52.227-11	PATENT RIGHTS - OWNERSHIP BY THE CONTRACTOR (MAY 2014) Para (j), Communications: 'TBD'
52.228-07	INSURANCE -- LIABILITY TO THIRD PERSONS (MAR 1996)
52.230-02	COST ACCOUNTING STANDARDS (DEVIATION 2018-O0015) (MAY 2018)
52.230-03	DISCLOSURE AND CONSISTENCY OF COST ACCOUNTING PRACTICES (DEVIATION 2018-O0015) (MAY 2018)
52.230-06	ADMINISTRATION OF COST ACCOUNTING STANDARDS (JUN 2010)
52.232-02	PAYMENTS UNDER FIXED-PRICE RESEARCH AND DEVELOPMENT CONTRACTS (APR 1984)
52.232-09	LIMITATION ON WITHHOLDING OF PAYMENTS (APR 1984)
52.232-17	INTEREST (MAY 2014)
52.232-18	AVAILABILITY OF FUNDS (APR 1984)
52.232-20	LIMITATION OF COST (APR 1984)
52.232-22	LIMITATION OF FUNDS (APR 1984)
52.232-23	ASSIGNMENT OF CLAIMS (MAY 2014) - ALTERNATE I (APR 1984)
52.232-25	PROMPT PAYMENT (JAN 2017)
52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER - SYSTEM FOR AWARD MANAGEMENT (OCT 2018)
52.232-39	UNENFORCEABILITY OF UNAUTHORIZED OBLIGATIONS (JUN 2013)
52.232-40	PROVIDING ACCELERATED PAYMENTS TO SMALL BUSINESS SUBCONTRACTORS (DEC 2013)
52.233-01	DISPUTES (MAY 2014)
52.233-03	PROTEST AFTER AWARD (AUG 1996)
52.233-03	PROTEST AFTER AWARD (AUG 1996) - ALTERNATE I (JUN 1985)
52.233-04	APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM (OCT 2004)
52.242-01	NOTICE OF INTENT TO DISALLOW COSTS (APR 1984)
52.242-03	PENALTIES FOR UNALLOWABLE COSTS (MAY 2014)
52.242-04	CERTIFICATION OF FINAL INDIRECT COSTS (JAN 1997)
52.242-05	PAYMENTS TO SMALL BUSINESS SUBCONTRACTORS (JAN 2017)
52.242-13	BANKRUPTCY (JUL 1995)
52.243-01	CHANGES -- FIXED-PRICE (AUG 1987)
52.243-02	CHANGES -- COST-REIMBURSEMENT (AUG 1987)
52.243-06	CHANGE ORDER ACCOUNTING (APR 1984)
52.243-07	NOTIFICATION OF CHANGES (JAN 2017) Para (b), Number of calendar days is (insert 30 for RDSS/C) '30 days' Para (d), Number of calendar days is (insert 30 for RDSS/C) '30 days'
52.244-02	SUBCONTRACTS (OCT 2010) Para (d), approval required on subcontracts: 'TBD' Para (j), Insert subcontracts evaluated during negotiations. 'TBD'
52.244-05	COMPETITION IN SUBCONTRACTING (DEC 1996)
52.244-06	SUBCONTRACTS FOR COMMERCIAL ITEMS (AUG 2019)
52.245-01	GOVERNMENT PROPERTY (JAN 2017)
52.245-01	GOVERNMENT PROPERTY (JAN 2017) - ALTERNATE II (APR 2012)
52.245-09	USE AND CHARGES (APR 2012)
52.246-23	LIMITATION OF LIABILITY (FEB 1997)
52.247-01	COMMERCIAL BILL OF LADING NOTATIONS (FEB 2006)
52.247-67	SUBMISSION OF TRANSPORTATION DOCUMENTS FOR AUDIT (FEB 2006) Para (c). Insert address. 'TBD'
52.249-02	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE) (APR 2012)
52.249-05	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (EDUCATIONAL AND OTHER NONPROFIT INSTITUTIONS) (AUG 2016)
52.249-06	TERMINATION (COST-REIMBURSEMENT) (MAY 2004)
52.249-09	DEFAULT (FIXED-PRICE RESEARCH AND DEVELOPMENT) (APR 1984)
52.249-14	EXCUSABLE DELAYS (APR 1984)
52.253-01	COMPUTER GENERATED FORMS (JAN 1991)

PART II - CONTRACT CLAUSES
SECTION I - CONTRACT CLAUSES

B. DEFENSE FEDERAL ACQUISITION REGULATION SUPPLEMENT CONTRACT CLAUSES

- 252.203-7000 REQUIREMENTS RELATING TO COMPENSATION OF FORMER DOD OFFICIALS (SEP 2011)
- 252.203-7001 PROHIBITION ON PERSONS CONVICTED OF FRAUD OR OTHER DEFENSE-CONTRACT-RELATED FELONIES (DEC 2008)
- 252.203-7002 REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS (SEP 2013)
- 252.204-7000 DISCLOSURE OF INFORMATION (OCT 2016)
- 252.204-7003 CONTROL OF GOVERNMENT PERSONNEL WORK PRODUCT (APR 1992)
- 252.204-7006 BILLING INSTRUCTIONS (OCT 2005)
- 252.209-7004 SUBCONTRACTING WITH FIRMS THAT ARE OWNED OR CONTROLLED BY THE GOVERNMENT OF A COUNTRY THAT IS A STATE SPONSOR OF TERRORISM (MAY 2019)
- 252.211-7003 ITEM UNIQUE IDENTIFICATION AND VALUATION (MAR 2016)
 Para (c)(1)(i). Insert Contract Line, Subline, or Exhibit Line Item Number and Item Description or n/a. 'TBD'
 Para (c)(1)(ii). Identify Contract Line, Subline, or Exhibit Line Item Nr and Item Description. If items are identified in the Schedule, insert "See Schedule" 'TBD'
 Para (c)(1)(iii). Attachment Nr. 'TBD'
 Para (c)(1)(iv). Attachment Nr. 'TBD'
 Para (f)(2)(iii). Line item number or n/a. 'TBD'
- 252.211-7007 REPORTING OF GOVERNMENT-FURNISHED PROPERTY (AUG 2012)
- 252.211-7008 USE OF GOVERNMENT-ASSIGNED SERIAL NUMBERS (SEP 2010)
- 252.215-7002 COST ESTIMATING SYSTEM REQUIREMENTS (DEC 2012)
- 252.223-7004 DRUG-FREE WORK FORCE (SEP 1988)
- 252.223-7006 PROHIBITION ON STORAGE, TREATMENT, AND DISPOSAL OF TOXIC OR HAZARDOUS MATERIALS - BASIC (SEP 2014)
- 252.225-7008 RESTRICTION ON ACQUISITION OF SPECIALTY METALS (MAR 2013)
- 252.225-7009 RESTRICTION ON ACQUISITION OF CERTAIN ARTICLES CONTAINING SPECIALTY METALS (OCT 2014)
- 252.225-7012 PREFERENCE FOR CERTAIN DOMESTIC COMMODITIES (DEC 2017)
- 252.225-7016 RESTRICTION ON ACQUISITION OF BALL AND ROLLER BEARINGS (JUN 2011)
- 252.225-7017 PHOTOVOLTAIC DEVICES (AUG 2019)
- 252.225-7030 RESTRICTION ON ACQUISITION OF CARBON, ALLOY, AND ARMOR STEEL PLATE (DEC 2006)
- 252.225-7048 EXPORT-CONTROLLED ITEMS (JUN 2013)
- 252.227-7013 RIGHTS IN TECHNICAL DATA--NONCOMMERCIAL ITEMS (FEB 2014)
- 252.227-7014 RIGHTS IN NONCOMMERCIAL COMPUTER SOFTWARE AND NONCOMMERCIAL COMPUTER SOFTWARE DOCUMENTATION (FEB 2014)
- 252.227-7016 RIGHTS IN BID OR PROPOSAL INFORMATION (JAN 2011)
- 252.227-7019 VALIDATION OF ASSERTED RESTRICTIONS--COMPUTER SOFTWARE (SEP 2016)
- 252.227-7025 LIMITATIONS ON THE USE OR DISCLOSURE OF GOVERNMENT-FURNISHED INFORMATION MARKED WITH RESTRICTIVE LEGENDS (MAY 2013)
- 252.227-7030 TECHNICAL DATA--WITHHOLDING OF PAYMENT (MAR 2000)
- 252.227-7037 VALIDATION OF RESTRICTIVE MARKINGS ON TECHNICAL DATA (SEP 2016)
- 252.227-7038 PATENT RIGHTS--OWNERSHIP BY THE CONTRACTOR (LARGE BUSINESS) (JUN 2012)
- 252.227-7039 PATENTS--REPORTING OF SUBJECT INVENTIONS (APR 1990)
- 252.231-7000 SUPPLEMENTAL COST PRINCIPLES (DEC 1991)
- 252.232-7003 ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS (DEC 2018)
- 252.232-7010 LEVIES ON CONTRACT PAYMENTS (DEC 2006)
- 252.235-7002 ANIMAL WELFARE (DEC 2014)
- 252.235-7004 PROTECTION OF HUMAN SUBJECTS (JUL 2009)

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- 252.235-7010 ACKNOWLEDGMENT OF SUPPORT AND DISCLAIMER (MAY 1995)
 Para (a), name of contracting agency(ies): 'United States Air Force'
 Para (a), contract number(s): 'TBD'
 Para (b), name of contracting agency(ies): 'United States Air Force'
- 252.235-7011 FINAL SCIENTIFIC OR TECHNICAL REPORT (JAN 2015)
- 252.239-7018 SUPPLY CHAIN RISK (DEVIATION 2018-O0020) (SEP 2018)
- 252.242-7004 MATERIAL MANAGEMENT AND ACCOUNTING SYSTEM (MAY 2011)
- 252.242-7005 CONTRACTOR BUSINESS SYSTEMS (FEB 2012)
- 252.242-7006 ACCOUNTING SYSTEM ADMINISTRATION (FEB 2012)
- 252.243-7001 PRICING OF CONTRACT MODIFICATIONS (DEC 1991)
- 252.243-7002 REQUESTS FOR EQUITABLE ADJUSTMENT (DEC 2012)
- 252.244-7000 SUBCONTRACTS FOR COMMERCIAL ITEMS (JUN 2013)
- 252.244-7001 CONTRACTOR PURCHASING SYSTEM ADMINISTRATION - BASIC (MAY 2014)
- 252.244-7001 CONTRACTOR PURCHASING SYSTEM ADMINISTRATION - ALTERNATE I (MAY 2014) - ALTERNATE I (MAY 2014)
- 252.245-7001 TAGGING, LABELING, AND MARKING OF GOVERNMENT-FURNISHED PROPERTY (APR 2012)
- 252.245-7002 REPORTING LOSS OF GOVERNMENT PROPERTY (DEC 2017)
- 252.245-7003 CONTRACTOR PROPERTY MANAGEMENT SYSTEM ADMINISTRATION (APR 2012)
- 252.245-7004 REPORTING, REUTILIZATION, AND DISPOSAL (DEC 2017)
 Insert Item(s) 'TBD'
 Insert Item(s) 'TBD'
- 252.246-7003 NOTIFICATION OF POTENTIAL SAFETY ISSUES (JUN 2013)
- 252.247-7023 TRANSPORTATION OF SUPPLIES BY SEA - BASIC (FEB 2019)

C. AIR FORCE FEDERAL ACQUISITION REGULATION SUPPLEMENT CONTRACT CLAUSES

- 5352.201-9101 OMBUDSMAN (JUN 2016)
 Para (c). Ombudsmen names, addresses, phone numbers, fax, and email addresses.
 'TBD'
- 5352.204-9000 NOTIFICATION OF GOVERNMENT SECURITY ACTIVITY AND VISITOR GROUP SECURITY AGREEMENTS (OCT 2017)
- 5352.223-9000 ELIMINATION OF USE OF CLASS I OZONE DEPLETING SUBSTANCES (ODS) (NOV 2012)
- 5352.223-9001 HEALTH AND SAFETY ON GOVERNMENT INSTALLATIONS (NOV 2012)
- 5352.242-9001 COMMON ACCESS CARDS (CAC) FOR CONTRACTOR PERSONNEL-AF SYSTEMS (NOV 2012)

II. NOTICE: The following contract clauses pertinent to this section are hereby incorporated in full text:

FEDERAL ACQUISITION REGULATION CONTRACT CLAUSES IN FULL TEXT

52.204-21 BASIC SAFEGUARDING OF COVERED CONTRACTOR INFORMATION SYSTEMS (JUN 2016)

(a) Definitions. As used in this clause--

Covered contractor information system means an information system that is owned or operated by a contractor that processes, stores, or transmits Federal contract information.

Federal contract information means information, not intended for public release, that is provided by or generated for the Government under a contract to develop or deliver a product or service to the Government, but not including information provided by the Government to the public (such as on public Web sites) or simple transactional information, such as necessary to process payments.

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Information means any communication or representation of knowledge such as facts, data, or opinions, in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual (Committee on National Security Systems Instruction (CNSSI) 4009).

Information system means a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information (44 U.S.C. 3502).

Safeguarding means measures or controls that are prescribed to protect information systems.

(b) Safeguarding requirements and procedures.

(1) The Contractor shall apply the following basic safeguarding requirements and procedures to protect covered contractor information systems. Requirements and procedures for basic safeguarding of covered contractor information systems shall include, at a minimum, the following security controls:

(i) Limit information system access to authorized users, processes acting on behalf of authorized users, or devices (including other information systems).

(ii) Limit information system access to the types of transactions and functions that authorized users are permitted to execute.

(iii) Verify and control/limit connections to and use of external information systems.

(iv) Control information posted or processed on publicly accessible information systems.

(v) Identify information system users, processes acting on behalf of users, or devices.

(vi) Authenticate (or verify) the identities of those users, processes, or devices, as a prerequisite to allowing access to organizational information systems.

(vii) Sanitize or destroy information system media containing Federal Contract Information before disposal or release for reuse.

(viii) Limit physical access to organizational information systems, equipment, and the respective operating environments to authorized individuals.

(ix) Escort visitors and monitor visitor activity; maintain audit logs of physical access; and control and manage physical access devices.

(x) Monitor, control, and protect organizational communications (i.e., information transmitted or received by organizational information systems) at the external boundaries and key internal boundaries of the information systems.

(xi) Implement subnetworks for publicly accessible system components that are physically or logically separated from internal networks.

(xii) Identify, report, and correct information and information system flaws in a timely manner.

(xiii) Provide protection from malicious code at appropriate locations within organizational information systems.

(xiv) Update malicious code protection mechanisms when new releases are available.

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(xv) Perform periodic scans of the information system and real-time scans of files from external sources as files are downloaded, opened, or executed.

(2) Other requirements. This clause does not relieve the Contractor of any other specific safeguarding requirements specified by Federal agencies and departments relating to covered contractor information systems generally or other Federal safeguarding requirements for controlled unclassified information (CUI) as established by Executive Order 13556.

(c) Subcontracts. The Contractor shall include the substance of this clause, including this paragraph (c), in subcontracts under this contract (including subcontracts for the acquisition of commercial items, other than commercially available off-the-shelf items), in which the subcontractor may have Federal contract information residing in or transiting through its information system.

52.211-15 DEFENSE PRIORITY AND ALLOCATION REQUIREMENTS (APR 2008)

This is a rated order certified for national defense, emergency preparedness, and energy program use, and the Contractor shall follow all the requirements of the Defense Priorities and Allocations System regulation (15 CFR 700).

52.252-02 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): <http://farsite.hill.af.mil/>

52.252-04 ALTERATIONS IN CONTRACT (APR 1984)

Portions of this contract are altered as follows: TBD

52.252-06 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any Defense Federal Acquisition Regulation Supplement (48 CFR Chapter 2) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

DEFENSE FAR SUPP CONTRACT CLAUSES IN FULL TEXT

252.204-7009 LIMITATIONS ON THE USE OR DISCLOSURE OF THIRD-PARTY CONTRACTOR REPORTED CYBER INCIDENT INFORMATION (OCT 2016)

(a) Definitions. As used in this clause—

"Compromise" means disclosure of information to unauthorized persons, or a violation of the security policy of a system, in which unauthorized intentional or unintentional disclosure, modification, destruction, or loss of an object, or the copying of information to unauthorized media may have occurred.

"Controlled technical information" means technical information with military or space application that is subject to controls on the access, use, reproduction, modification, performance, display, release, disclosure, or dissemination. Controlled technical information would meet the criteria, if disseminated, for distribution statements B through F using the criteria set forth in DoD Instruction 5230.24, Distribution Statements on Technical Documents. The term does not include information that is lawfully publicly available without restrictions.

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"Covered defense information" means unclassified controlled technical information or other information (as described in the Controlled Unclassified Information (CUI) Registry at <http://www.archives.gov/cui/registry/category-list.html>) that requires safeguarding or dissemination controls pursuant to and consistent with law, regulations, and Governmentwide policies, and is—

(1) Marked or otherwise identified in the contract, task order, or delivery order and provided to the contractor by or on behalf of DoD in support of the performance of the contract; or

(2) Collected, developed, received, transmitted, used, or stored by or on behalf of the contractor in support of the performance of the contract.

"Cyber incident" means actions taken through the use of computer networks that result in a compromise or an actual or potentially adverse effect on an information system and/or the information residing therein.

"Information system" means a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information.

"Media" means physical devices or writing surfaces including, but is not limited to, magnetic tapes, optical disks, magnetic disks, large-scale integration memory chips, and printouts onto which covered defense information is recorded, stored, or printed within a covered contractor information system.

"Technical information" means technical data or computer software, as those terms are defined in the clause at DFARS 252.227-7013, Rights in Technical Data-Noncommercial Items, regardless of whether or not the clause is incorporated in this solicitation or contract. Examples of technical information include research and engineering data, engineering drawings, and associated lists, specifications, standards, process sheets, manuals, technical reports, technical orders, catalog-item identifications, data sets, studies and analyses and related information, and computer software executable code and source code.

(b) Restrictions. The Contractor agrees that the following conditions apply to any information it receives or creates in the performance of this contract that is information obtained from a third-party's reporting of a cyber incident pursuant to DFARS clause 252.204-7012, Safeguarding Covered Defense Information and Cyber Incident Reporting (or derived from such information obtained under that clause):

(1) The Contractor shall access and use the information only for the purpose of furnishing advice or technical assistance directly to the Government in support of the Government's activities related to clause 252.204-7012, and shall not be used for any other purpose.

(2) The Contractor shall protect the information against unauthorized release or disclosure.

(3) The Contractor shall ensure that its employees are subject to use and non-disclosure obligations consistent with this clause prior to the employees being provided access to or use of the information.

(4) The third-party contractor that reported the cyber incident is a third-party beneficiary of the non-disclosure agreement between the Government and Contractor, as required by paragraph (b)(3) of this clause.

(5) A breach of these obligations or restrictions may subject the Contractor to—

(i) Criminal, civil, administrative, and contractual actions in law and equity for penalties, damages, and other appropriate remedies by the United States; and

(ii) Civil actions for damages and other appropriate remedies by the third party that reported the cyber incident, as a third party beneficiary of this clause.

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(c) Subcontracts. The Contractor shall include this clause, including this paragraph (c), in subcontracts, or similar contractual instruments, for services that include support for the Government's activities related to safeguarding covered defense information and cyber incident reporting, including subcontracts for commercial items, without alteration, except to identify the parties.

252.204-7012 SAFEGUARDING COVERED DEFENSE INFORMATION AND CYBER INCIDENT REPORTING (OCT 2016)

(a) Definitions. As used in this clause—

"Adequate security" means protective measures that are commensurate with the consequences and probability of loss, misuse, or unauthorized access to, or modification of information.

"Compromise" means disclosure of information to unauthorized persons, or a violation of the security policy of a system, in which unauthorized intentional or unintentional disclosure, modification, destruction, or loss of an object, or the copying of information to unauthorized media may have occurred.

"Contractor attributional/proprietary information" means information that identifies the contractor(s), whether directly or indirectly, by the grouping of information that can be traced back to the contractor(s) (e.g., program description, facility locations), personally identifiable information, as well as trade secrets, commercial or financial information, or other commercially sensitive information that is not customarily shared outside of the company.

"Contractor information system" means an unclassified information system that is owned, or operated by or for, a contractor and that processes, stores, or transmits covered defense information.

"Controlled technical information" means technical information with military or space application that is subject to controls on the access, use, reproduction, modification, performance, display, release, disclosure, or dissemination. Controlled technical information would meet the criteria, if disseminated, for distribution statements B through F using the criteria set forth in DoD Instruction 5230.24, Distribution Statements on Technical Documents. The term does not include information that is lawfully publicly available without restrictions.

"Covered contractor information system" means an information system that is owned, or operated by or for, a contractor and that processes, stores, or transmits covered defense information.

"Covered defense information" means unclassified controlled technical information or other information, as described in the Controlled Unclassified Information (CUI) Registry at <http://www.archives.gov/cui/registry/category-list.html>, that requires safeguarding or dissemination controls pursuant to and consistent with law, regulations, and Governmentwide policies, and is—

(1) Marked or otherwise identified in the contract, task order, or delivery order and provided to the contractor by or on behalf of DoD in support of the performance of the contract; or

(2) Collected, developed, received, transmitted, used, or stored by or on behalf of the contractor in support of the performance of the contract.

"Cyber incident" means actions taken through the use of computer networks that result in a compromise or an actual or potentially adverse effect on an information system and/or the information residing therein.

"Forensic analysis" means the practice of gathering, retaining, and analyzing computer-related data for investigative purposes in a manner that maintains the integrity of the data.

"Information system" means a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information.

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"Malicious software" means computer software or firmware intended to perform an unauthorized process that will have adverse impact on the confidentiality, integrity, or availability of an information system. This definition includes a virus, worm, Trojan horse, or other code-based entity that infects a host, as well as spyware and some forms of adware.

"Media" means physical devices or writing surfaces including, but is not limited to, magnetic tapes, optical disks, magnetic disks, large-scale integration memory chips, and printouts onto which covered defense information is recorded, stored, or printed within a covered contractor information system.

"Operationally critical support" means supplies or services designated by the Government as critical for airlift, sealift, intermodal transportation services, or logistical support that is essential to the mobilization, deployment, or sustainment of the Armed Forces in a contingency operation.

"Rapidly report" means within 72 hours of discovery of any cyber incident.

"Technical information" means technical data or computer software, as those terms are defined in the clause at DFARS 252.227-7013, Rights in Technical Data-Noncommercial Items, regardless of whether or not the clause is incorporated in this solicitation or contract. Examples of technical information include research and engineering data, engineering drawings, and associated lists, specifications, standards, process sheets, manuals, technical reports, technical orders, catalog-item identifications, data sets, studies and analyses and related information, and computer software executable code and source code.

(b) Adequate security. The Contractor shall provide adequate security on all covered contractor information systems. To provide adequate security, the Contractor shall implement, at a minimum, the following information security protections:

(1) For covered contractor information systems that are part of an Information Technology (IT) service or system operated on behalf of the Government, the following security requirements apply:

(i) Cloud computing services shall be subject to the security requirements specified in the clause 252.239-7010, Cloud Computing Services, of this contract.

(ii) Any other such IT service or system (i.e., other than cloud computing) shall be subject to the security requirements specified elsewhere in this contract.

(2) For covered contractor information systems that are not part of an IT service of system operated on behalf of the Government and therefore are not subject to the security requirement specified at paragraph (b)(1) of this clause, the following security requirements apply:

(i) Except as provided in paragraph (b)(2)(ii) of this clause, the covered contractor information system shall be subject to the security requirements in National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171, "Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations," (available via the Internet at <http://dx.doi.org/10.6028/NIST.SP.800-171>) in effect at the time the solicitation is issued or as authorized by the Contracting Officer.

(ii)(A) The Contractor shall implement NIST SP 800-171, as soon as practical, but not later than December 31, 2017. For all contracts awarded prior to October 1, 2017, the Contractor shall notify the DoD Chief Information Officer (CIO), via email at osd.dibcsia@mail.mil, within 30 days of contract award, of any security requirements specified by NIST SP 800-171 not implemented at the time of contract award.

(B) The Contractor shall submit requests to vary from NIST SP 800-171 in writing to the Contracting Officer, for consideration by the DoD CIO. The Contractor need not implement any

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security requirement adjudicated by an authorized representative of the DoD CIO to be nonapplicable or to have an alternative, but equally effective, security measure that may be implemented in its place.

(C) If the DoD CIO has previously adjudicated the contractor's requests indicating that a requirement is not applicable or that an alternative security measure is equally effective, a copy of that approval shall be provided to the Contracting Officer when requesting its recognition under this contract.

(D) If the Contractor intends to use an external cloud service provider to store, process, or transmit any covered defense information in performance of this contract, the Contractor shall require and ensure that the cloud service provider meets security requirements equivalent to those established by the Government for the Federal Risk and Authorization Management Program (FedRAMP) Moderate baseline <https://www.fedramp.gov/resources/documents/> and that the cloud service provider complies with requirements in paragraphs (c) through (g) of this clause for cyber incident reporting, malicious software, media preservation and protection, access to additional information and equipment necessary for forensic analysis, and cyber incident damage assessment.

(3) Apply other information systems security measures when the Contractor reasonably determines that information systems security measures, in addition to those identified in paragraphs (b)(1) and (2) of this clause, may be required to provide adequate security in a dynamic environment or to accommodate special circumstances (e.g., medical devices) and any individual, isolated, or temporary deficiencies based on an assessed risk or vulnerability. These measures may be addressed in a system security plan.

(c) Cyber incident reporting requirement.

(1) When the Contractor discovers a cyber incident that affects a covered contractor information system or the covered defense information residing therein, or that affects the contractor's ability to perform the requirements of the contract that are designated as operationally critical support and identified in the contract, the Contractor shall—

(i) Conduct a review for evidence of compromise of covered defense information, including, but not limited to, identifying compromised computers, servers, specific data, and user accounts. This review shall also include analyzing covered contractor information system(s) that were part of the cyber incident, as well as other information systems on the Contractor's network(s), that may have been accessed as a result of the incident in order to identify compromised covered defense information, or that affect the Contractor's ability to provide operationally critical support; and

(ii) Rapidly report cyber incidents to DoD at <http://dibnet.dod.mil>.

(2) Cyber incident report. The cyber incident report shall be treated as information created by or for DoD and shall include, at a minimum, the required elements at <http://dibnet.dod.mil>.

(3) Medium assurance certificate requirement. In order to report cyber incidents in accordance with this clause, the Contractor or subcontractor shall have or acquire a DoD-approved medium assurance certificate to report cyber incidents. For information on obtaining a DoD-approved medium assurance certificate, see <http://iase.disa.mil/pki/eca/Pages/index.aspx>.

(d) Malicious software. When the Contractor or subcontractors discover and isolate malicious software in connection with a reported cyber incident, submit the malicious software to DoD Cyber Crime Center (DC3) in accordance with instructions provided by DC3 or the Contracting Officer. Do not send the malicious software to the Contracting Officer.

(e) Media preservation and protection. When a Contractor discovers a cyber incident has occurred, the Contractor shall preserve and protect images of all known affected information systems identified in paragraph (c)(1)(i) of this clause and all relevant monitoring/packet capture data for at least

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90 days from the submission of the cyber incident report to allow DoD to request the media or decline interest.

(f) Access to additional information or equipment necessary for forensic analysis. Upon request by DoD, the Contractor shall provide DoD with access to additional information or equipment that is necessary to conduct a forensic analysis.

(g) Cyber incident damage assessment activities. If DoD elects to conduct a damage assessment, the Contracting Officer will request that the Contractor provide all of the damage assessment information gathered in accordance with paragraph (e) of this clause.

(h) DoD safeguarding and use of contractor attributional/proprietary information. The Government shall protect against the unauthorized use or release of information obtained from the contractor (or derived from information obtained from the contractor) under this clause that includes contractor attributional/proprietary information, including such information submitted in accordance with paragraph (c). To the maximum extent practicable, the Contractor shall identify and mark attributional/proprietary information. In making an authorized release of such information, the Government will implement appropriate procedures to minimize the contractor attributional/proprietary information that is included in such authorized release, seeking to include only that information that is necessary for the authorized purpose(s) for which the information is being released.

(i) Use and release of contractor attributional/proprietary information not created by or for DoD. Information that is obtained from the contractor (or derived from information obtained from the contractor) under this clause that is not created by or for DoD is authorized to be released outside of DoD—

- (1) To entities with missions that may be affected by such information;
- (2) To entities that may be called upon to assist in the diagnosis, detection, or mitigation of cyber incidents;
- (3) To Government entities that conduct counterintelligence or law enforcement investigations;
- (4) For national security purposes, including cyber situational awareness and defense purposes (including with Defense Industrial Base (DIB) participants in the program at 32 CFR part 236); or
- (5) To a support services contractor ("recipient") that is directly supporting Government activities under a contract that includes the clause at 252.204-7009, Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information.

(j) Use and release of contractor attributional/proprietary information created by or for DoD. Information that is obtained from the contractor (or derived from information obtained from the contractor) under this clause that is created by or for DoD (including the information submitted pursuant to paragraph (c) of this clause) is authorized to be used and released outside of DoD for purposes and activities authorized by paragraph (i) of this clause, and for any other lawful Government purpose or activity, subject to all applicable statutory, regulatory, and policy based restrictions on the Government's use and release of such information.

(k) The Contractor shall conduct activities under this clause in accordance with applicable laws and regulations on the interception, monitoring, access, use, and disclosure of electronic communications and data.

(l) Other safeguarding or reporting requirements. The safeguarding and cyber incident reporting required by this clause in no way abrogates the Contractor's responsibility for other safeguarding or cyber incident reporting pertaining to its unclassified information systems as required by other applicable

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clauses of this contract, or as a result of other applicable U.S. Government statutory or regulatory requirements.

(m) Subcontracts. The Contractor shall—

(1) Include this clause, including this paragraph (m), in subcontracts, or similar contractual instruments, for operationally critical support, or for which subcontract performance will involve covered defense information, including subcontracts for commercial items, without alteration, except to identify the parties. The Contractor shall determine if the information required for subcontractor performance retains its identity as covered defense information and will require protection under this clause, and, if necessary, consult with the Contracting Officer; and

(2) Require subcontractors to—

(i) Notify the prime Contractor (or next higher-tier subcontractor) when submitting a request to vary from a NIST SP 800-171 security requirement to the Contracting Officer, in accordance with paragraph (b)(2)(ii)(B) of this clause; and

(ii) Provide the incident report number, automatically assigned by DoD, to the prime Contractor (or next higher-tier subcontractor) as soon as practicable, when reporting a cyber incident to DoD as required in paragraph (c) of this clause.

252.232-7007 LIMITATION OF GOVERNMENT'S OBLIGATION (APR 2014)

(a) Contract line item(s) TBD is/are incrementally funded. For this/these item (s), the sum of TBD of the total price is presently available for payment and allotted to this contract. An allotment schedule is set forth in paragraph (j) of this clause.

(b) For item(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "Termination for Convenience of the Government." As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit, and estimated termination settlement costs for those item(s).

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor will notify the Contracting Officer in writing at least ninety days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (j) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for a subsequent period as may be specified in the allotment schedule in paragraph (j) of this clause or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "Termination for Convenience of the Government."

(d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance

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which will be covered by the funds. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.

(e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "Disputes."

(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default." The provisions of this clause are limited to the work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) or (e) of this clause.

(h) Nothing in this clause affects the rights of the Government to terminate this contract pursuant to the clause of this contract entitled "Termination for Convenience of the Government."

(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. 1342.

(j) The parties contemplate that the Government will allot funds to this contract in accordance with the following schedule:

On execution of contract	TBD
TBD	TBD
TBD	TBD
TBD	TBD

AIR FORCE FEDERAL ACQUISITION REGULATION SUPPLEMENT CONTRACT CLAUSES IN FULL TEXT

5352.242-9000 CONTRACTOR ACCESS TO AIR FORCE INSTALLATIONS (NOV 2012) (TAILORED)

(a) The contractor shall obtain base identification and vehicle passes, if required, for all contractor personnel who make frequent visits to or perform work on the Air Force installation(s) cited in the contract. Contractor personnel are required to wear or prominently display installation identification badges or contractor-furnished, contractor identification badges while visiting or performing work on the installation. Contractor personnel shall identify themselves as Contractors during meetings, telephone conversations, in electronic messages, or correspondence related to this contract.

(b) The Security Procedures Supplement, found at Attachment 5, contains the procedures and processes that shall be followed for Contractor Access to Air Force Installations.

(c) During performance of the contract, the contractor shall be responsible for obtaining required identification for newly assigned personnel and for prompt return of credentials and vehicle passes for any employee who no longer requires access to the work site.

(d) When work under this contract requires unescorted entry to controlled or restricted areas, the contractor shall comply with (TBD) citing the appropriate paragraphs as applicable.

PART II - CONTRACT CLAUSES
SECTION I - CONTRACT CLAUSES

(e) Upon completion or termination of the contract or expiration of the identification passes, the prime contractor shall ensure that all base identification passes issued to employees and subcontractor employees are returned to the issuing office.

(f) Failure to comply with these requirements may result in withholding of final payment.

PART III - LIST OF DOCUMENTS, EXHIBITS & ATTACHMENTS
SECTION J - LIST OF ATTACHMENTS

DOCUMENT	PGS	DATE	TITLE
EXHIBIT A	TBD		CONTRACT DATA REQUIREMENTS LIST, DD FORM 1423-1 - TO BE PROVIDED AT TIME OF AWARD
EXHIBIT B	23		BASIC FORMAT REQUIREMENTS (ANSI-BASED FORMAT GUIDELINES) - TO BE PROVIDED AT TIME OF AWARD
EXHIBIT C	2		STANDARD FORM 298 AND INSTRUCTIONS - TO BE PROVIDED AT TIME OF AWARD
ATTACHMENT 1	TBD		NON-PROPRIETARY STATEMENT OF WORK (SOW) TITLED "INSERT TITLE" - TO BE PROVIDED AT TIME OF AWARD
ATTACHMENT 2	TBD		SUBCONTRACTING PLAN - TO BE PROVIDED AT TIME OF AWARD
ATTACHMENT 3	TBD		SOW SUPPLEMENTAL REQUIREMENTS - TO BE PROVIDED AT TIME OF AWARD
ATTACHMENT 4	12		SECURITY PROCEDURES SUPPLEMENT

This is a Place Holder for the Contract Data Requirements List (CDRLs)



**AIR FORCE RESEARCH LABORATORY (AFRL) AMERICAN
NATIONAL STANDARDS INSTITUTE (ANSI)/ NATIONAL
INFORMATION STANDARDS ORGANIZATION (NISO)-BASED GUIDE
TO FORMATTING TECHNICAL REPORTS**

February 2018

**HEADQUARTERS AFRL
DIRECTOR OF STAFF
INTEGRATION AND OPERATIONS DIVISION
INFORMATION MANAGEMENT
WRIGHT-PATTERSON AFB, OH 45433**

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1.0 COMPONENTS OF A TECHNICAL REPORT

The United States Air Force uses ANSI/NISO Z39.18 as a formatting guide for technical reports. This guidance highlights fundamental formatting recommendations addressed in the ANSI/NISO standard, as shown in Table 1. Full component descriptions are available in the ANSI/NISO Z39.18 which can be found at the link below:

http://groups.niso.org/apps/group_public/download.php/12038/Z39_18_2005_R2010

Table 1. Components of a Technical Report

COMPONENT	RESPONSIBLE PARTY	INCLUSION STATUS
FRONT MATTER (page numbering sequentially with Roman numerals beginning with Table of Contents)		
Cover or Title	Government Work Unit Manager (WUM)	<i>Required</i>
Notice and Signature Page	Government WUM	<i>Required</i>
Notice to Accompany the Dissemination of Export-Controlled Technical Data (See Appendix B)	Defense Technical information Center (DTIC) will add this to technical report.	
Standard Form (SF) 298, <i>Report Documentation Page</i>	Report Author	<i>Required</i>
Table of Contents	Report Author	<i>Required</i>
List(s) of Figures and Tables	Report Author	Conditional (<i>include when there are more than five figures and/or tables</i>)
Foreword	Report Author	Optional
Preface	Report Author	Optional
Acknowledgements	Report Author	Optional
BODY (page numbering sequentially beginning with the Arabic numeral 1)		
Summary	Report Author	<i>Required</i>
Introduction	Report Author	<i>Required</i>
Methods, Assumptions, and Procedures	Report Author	<i>Required</i>
Results and Discussion	Report Author	<i>Required</i>
Conclusions	Report Author	<i>Required</i>
Recommendations	Report Author	Conditional (<i>include when purpose of report is to suggest a course of action</i>)
References	Report Author	Conditional (use if references are provided)
BACK MATTER (page numbering continues sequentially from body of report)		
Appendices	Report Author	Conditional (<i>Include when needed to supplement Results and Discussion</i>)
Bibliography	Report Author	Conditional
List of Symbols, Abbreviations, and Acronyms	Report Author	Conditional (<i>include if used in any other component of the report</i>)
Glossary of Terminology	Report Author	Conditional (<i>Include if report incorporates terms unfamiliar to the intended audience</i>)
Index	Report Author	Optional
Distribution List	Report Author/Government WUM	Conditional (<i>Some technology directorates control access</i>)
Back Cover	Report Author	Required for classified reports only

2.0 FRONT MATTER

2.1 Cover Page (see Table 2 and Figure 1)

- AFRL Shield, upper left-hand corner
- Technical Report Document Number
- Main Title
- Subtitle (if applicable)
- Author Name(s) (First Name/Last Name)
- Wing/Technical Directorate or Prime Contractor Company Name (address can be added. Just be consistent).
- Subcontractor Company Name (if applicable) (address can be added, just be consistent).
- Report Date (Month followed by four-digit year)
- Type of Report (interim or final)
- Distribution Statement and reasons for the statement's assignment (see Department of Defense Instruction (DoDI) 5230.24).
- Warning Statement for Export Control (if applicable)
- Destruction Notice
- Pointer Text to other limits
- Notice of Copyright (if applicable)
- Sponsoring Directorate

Table 2. Cover Page Elements

Component	Explanation
AFRL Shield	Located in upper left-hand corner.
Technical Report Number	Assigned by the directorate Science & Technical Information (STINFO) Office upon receipt.
Main Title	Accurate and specific to describe the contents of the report.
Subtitle	If applicable; Used for a delivery or task order (DO-TO) or volume title in a series.
Author Name(s)	Full names to include middle initial(s).
Company Name	Primary performing company name.
Report Date	Month and four-digit year.
Special Report Type	i.e., Small Business Innovative Research (SBIR), Small Business Technology Transfer (STTR) Broad Agency Announcement (BAA), etc.
Distribution Statement	Per the contract.
Data Rights Notice	Whenever Proprietary Information appears as a reason in a distribution statement, a description of the type of data rights in the report is provided parenthetically after the reason- Limited Rights Data, SBIR Data Rights, Government Purpose Rights Data Restricted Rights, etc.
Warning	Standard export control warning (if applicable)
Destruction Notice	Standard destruction notice, one for unclassified data and a different one for classified data.
Copy Right Notice	Asserted copyrights, if any.
Classification Caveats	For classified documents, derived from and declassification information.
Sponsoring Directorate	Address supplied by your local STINFO Office.



AFRL-RH-WP-TR-2017-XXXX

Be consistent with the font size (i.e., Main Title-16 pt/Bold, all caps, no italics)

MAIN TITLE

Subtitle *(if applicable)*

Author(s) First name/Last name

Contractor Company Name *(if applicable)*

Author(s) First name/Last name

Subcontractor Company Name *(if applicable)*

Month/Year

Final Report

THIS IS A SMALL BUSINESS INNOVATION RESEARCH (SBIR) PHASE I REPORT

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**AIR FORCE RESEARCH LABORATORY
711TH HUMAN PERFORMANCE WING
AIRMAN SYSTEMS DIRECTORATE
WRIGHT-PATTERSON AIR FORCE BASE, OH 45433
AIR FORCE MATERIEL COMMAND
UNITED STATES AIR FORCE**

Figure 1. Sample of a Cover Sheet

2.2 Pages Following Coversheet

- The appropriate Notice Page or Pages (see Appendix A).
- Standard Form (SF) 298, *Report Document Page* (see Figure 2).
- Typically, three sections follow the SF 298 in this succession: Table of Contents, List of Figures, and List of Tables.

2.2.1. SF 298

The accuracy and completeness of the SF 298 are critical to the report so that the document will be more easily retrieved from Defense Technical Information (DTIC) or other databases. The Contractor/Author shall complete Blocks 1 – 5b, 6 – 8, 12 – 15 of SF 298 and submit per Contract Data Requirements List (CDRL) requirements. See Table 3 and Figure 2. Here is the link for SF 298: <https://app.gsagov.prod.rdcgwaajp7wr.s3.amazonaws.com/SF%20298.pdf>

Table 3. Explanation of SF 298 Components

Block No./Component	Explanation
1 Report Date	Month/year of the report, typically the month of or following the ending period of the performance month. Ensure this date matches the date on the cover.
2 Report Type	Final or Interim
3 Dates Covered (From-To)	The period during which the technical effort was performed.
4 Title/Subtitle	Should match the cover title/subtitle. Use a distinctive title and subtitle that distinguished the report from others that cover the same general topic, as when more than one report is produced that has the same overall title.
5a – 5b Contract and funding information	Information should be in the contract. If not, the AFRL Program Manager (PM) or STINFO Officer/Liaison will provide.
5c – 5f Contract information	AFRL WUM or STINFO Officer/Liaison will provide.
6. Authors	The author or authors' first and last names (initials are acceptable)
7. Performing Organization Name(s) and Address(es)	The organization(s) or company(ies) that performed the work. Most commonly, the name and address of only the prime contractor appears here.
8. Performing Organization Report Number	The number assigned to the document by the contractor or if in-house-authored, the number assigned to the document (see Block 11 description)
9. Sponsoring/Monitoring Agency (Name(s) and Address(es))	The organization providing technical oversight for the contract. Occasionally, an effort is co-sponsored, such as when an effort is co-funded by multiple government agencies, such as a division within the Defense Advanced Research Projects Agency (DARPA)
10. Sponsoring/Monitoring Agency Acronym(s)	Branch-level AFRL symbol or other controlling Department of Defense (DoD) office (CDO) descriptive acronym.
11. Sponsoring/Monitoring Agency Report Number(s)	The complete AFRL document number assigned by the directorate STINFO. Ex: AFRL-RD-PS-TR-2017-0010-TR
12. Distribution/Availability Statement	See Appendix A.
13. Supplementary Notes	Export control notice; SBIR information; references to previous editions or related volumes; copyright notice; special grant numbers; references to related documents, etc.
14. Abstract	The overall purpose of the research and/or its applications, including major results and conclusions
15. Subject Terms	Terms and key words that make the report accessible, making it appear in search retrieval lists.
16. Security Classification	The classification of the whole document.
17. Limitation of Abstract	Same as report (SAR) (Enter SAR)
18. Number of Pages	Total number of pages including front matter.
19a. Name of Responsible Person	Controlling DoD PM.
19b. Telephone Number	Controlling DoD PM. (Leave blank for Distribution A documents)

SAMPLE REPORT DOCUMENTATION PAGE			Form Approved OMB No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.					
1. REPORT DATE (DD-MM-YYYY) 11/10/2016		2. REPORT TYPE FINAL		3. DATES COVERED (From - To) 03 March 2015 – 11 December 2017	
4. TITLE AND SUBTITLE Comparative Assessment of Torso and Seat Mounted Restraint Systems (Ensure this title matches the cover sheet title)			5a. CONTRACT NUMBER FA8650-15-D-1111		
			5b. GRANT NUMBER		
			5c. PROGRAM ELEMENT NUMBER 65502F		
6. AUTHOR(S) First Name(s)/Last Name(s)			5d. PROJECT NUMBER 3005		
			5e. TASK NUMBER 0001		
			5f. WORK UNIT NUMBER H07L		
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) ABC Research 123 Any Street City, State Zip			8. PERFORMING ORGANIZATION REPORT NUMBER		
9. SPONSORING / MONITORING AGENCY NAME(S) AND ADDRESS(ES) Air Force Research Laboratory Airman Systems Directorate Wright-Patterson Air Force Base 45433			10. SPONSOR/MONITOR'S ACRONYM(S) AFRL/RHC		
			11. SPONSOR/MONITOR'S REPORT NUMBER(S) AFRL-RH-WP-TR-2017-0011		
12. DISTRIBUTION / AVAILABILITY STATEMENT DISTRIBUTION STATEMENT B. Distribution authorized to U.S. Government agencies only; Proprietary Information (SBIR Data Rights), Critical Technology and Export Controlled; December 2017. Other requests for this document shall be referred to AFRL/RH, Wright-Patterson Air Force Base, OH 45433.					
13. SUPPLEMENTARY NOTES Export control restrictions apply. This is a Small Business Innovation Research (SBIR) Phase I report. EXPORT CONTROLLED. Include Copy Right material in this block, if applicable.					
14. ABSTRACT This report was developed under a SBIR contract for topic ABC.					
15. SUBJECT TERMS SBIR					
16. SECURITY CLASSIFICATION OF:			17. LIMITATION OF ABSTRACT	18. NUMBER OF PAGES	19a. NAME OF RESPONSIBLE PERSON
a. REPORT Unclassified	b. ABSTRACT Unclassified	c. THIS PAGE Unclassified	SAR	77	AFRLWUM
					19b. TELEPHONE NUMBER (include area code)

Standard Form 298 (Rev. 8-98)
Prescribed by ANSI Std. Z39.18

Figure 2. Sample SF 298

2.4 Table of Contents

Start pagination of Table of Contents with lower-case Roman numeral “i” as shown in Figure 3. Start listing contents that are in the Front Matter (e.g., List of Figures, List of Tables, Foreword, Preface, the Body of text, then Back Matter). Appendix labels should be in alphabetical order, and page numbers should continue from the previous section. If there is only one Appendix, just call it an Appendix. If a report contains more than five figures or tables, or some combination totaling more than five, a list of figures and/or tables is required. If less than five, it is optional.

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3.2.1 $\text{N}(\text{N}_3)_3$, $\text{HN}(\text{N}_3)_2$, $\text{N}(\text{N}_3)_2^-$ and $\text{N}(\text{N}_3)_4^+$	12
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i	

Figure 3. Table of Contents Example (border not required)

2.5 List of Figures

Continue pagination with lower-case Roman numerals as shown in Figure 4. List all figures found in text, excluding those that appear in any appendix (list appendix figures at the front of each appendix, if applicable).

LIST OF FIGURES	
	Page
Figure 1	Overall View of Propulsion Vehicle.....19
Figure 2	Motor Configuration.....25
Figure 3	Apparatus Used to Make Nozzle Tubes.....26

Figure 4. List of Figures Example (border provided for figure simulation only)

2.6 List of Tables

Continue pagination with lower-case Roman numerals as shown in Figure 5. List all Tables found in text, excluding those that appear in any appendix (list appendix tables at the front of each appendix, if applicable.)

LIST OF TABLES	
	Page
Table 1	Some of the Upper-Stage Propulsion Options.....19
Table 2	Results of Test Firing #1.....25
Table 3	Results of Test Firing #2.....26

Figure 5. List of Tables Example (border provided for figure simulation only)

3.0 BODY

3.1 Required Headings

Start the body of the text with the **Summary or Executive Summary (1.0)** and begin pagination with Page 1 (Arabic numerals) (see Figure 3).

3.2 References

References should be listed numerically, in the order they appear in the text. The Reference page should be at the end of the report (*not at the end of each section*). For works that are generally referred to throughout the report, without citing specific references from the work, create a Bibliography (in alphabetical order). Personal communications, unpublished speeches, or any other information not available for reference by the reader should not be included in the References – *footnote your citation instead*. References must be available to readers of the report. The examples below are a suggested format.

3.2.1. Papers / Journal Articles / Conference Presentations or Proceedings

Author's last name, then first name, Titles of papers are in quotation marks; Journal names or Conference names are in italics; Volume is bolded; Date follows comma (not within parenthesis); Page numbers (pp.) are last.

Examples:

Chidambaram, N., Dash, S., and Kenzakowski, D., "Scalar Variance Transport in the Turbulence Modeling of Propulsive Jets," *Journal of Propulsion and Power*, **17**, 1, Jan 2001, pp. 79-84.

Author(s), "Title of Article," Paper No. (if AIAA or CPIA paper, etc.), *Name of Conference*, Location, Date.

Chai, A.H., Cao, Z.T., Chen, H. P., "Monte Carlo Method Study of Terahertz Pulse. Propagation in Biological Tissue," *Proceedings of the 2005 IEEE, EMBS 27th Annual Conference*, Shanghai, China (2005).

3.2.2. URLs

The URL or other path information appears instead of the volume and number cited for a conventional journal. It is frequently useful to the reader to know the date when the material was accessed. In such cases, "Accessed [date]" would be appropriate wording.

Virillio, Paul, "Speed and Information: Cyberspace Alarm!" CTHEORY, URL: <http://www.freedonia.com/ctheory/>, last modified 19 September 1995. Accessed 17 November 1999

3.2.3. Technical Reports

Enter Author's last name, then first; Titles of reports are in italics; Next is report number; DTIC Accession Number, Distribution Code and/or PA Clearance/Date, Name and address of performing agency/organization; Date is last.

Example:

Author(s), Title, AFRL-PR-ED-TR-20XX-XXXX, Company, Inc., City, State, Jan 2006

In-House Author Example

Gaitonde, Datta, Advances in High-Fidelity Multiphysics Simulation, AFRL-RB-WP-TR-2008-3019; ADB123456, Distribution B, Wright-Patterson AFB: AFRL Air Vehicles Directorate, 2008

Gaitonde, Datta, Advances in High-Fidelity Multiphysics Simulation, AFRL-RB-330 WP-TR-2008-3019, XXABW Cleared XX/XX/XXXX; XXABW-XXXX-331 XXXX, Wright-Patterson AFB: AFRL Air Vehicles Directorate, 2008

3.2.4. Books

Enter Author's last name, then first name; Title of book can be **Bolded** or Underlined; Publisher's name and location (city and state); Date of publication; Page numbers last.

Example:

Author(s), **Book Title**, Harper & Rowe, New York, NY, 1993, pp. 36-38, 77, 98-101

Wylie, C.R., **Advanced Engineering Mathematics**, 7th ed, McGraw-Hill, New York, NY, 2005, pp 15-18

4.0 BACK MATTER

Pagination continues from the body. Include conditional and optional Back Matter in the order listed in the components table on page 1: Appendices, Bibliography, List of Symbols, Abbreviations, and Acronyms, Glossary, Index, Distribution List, and Back Cover.

4.1 Appendices

If there is only one appendix, the title Appendix would be without an alphabet letter (i.e., Appendix A, Appendix B). All tables and figures in that appendix are prefixed with A-, the "A" representing the word, Appendix. Each appendix should be referred to in the body text. Any references cited in an appendix must be listed as the last page of the appendix. Appendix page numbering is a sequential continuation of the Arabic text page numbering. Number figures, tables, equations, and references in an appendix with the letter of the appendix, followed by a hyphen and a sequential number, starting at 1, e.g., Figure A-1, A-2, B-1, B-2 for appendix figures, Table A-1, A-2, B-1, B-2 for appendix tables and A-1, B-1 for reference citations.

4.2 Symbols, Abbreviations and Acronyms

When first introduced in the report (title or text), completely write out abbreviations and acronyms, followed by the abbreviation or acronym in parentheses, e.i., Small Business Innovation Research (SBIR). Thereafter, use only the acronym/ abbreviation in the body text: i.e., SBIR only if they are proper names (e.g., Department of Defense). See Figure 6. Create an acronym list that lists and defines all acronyms and symbols that appear in your report. List all terms alphabetically, beginning with those starting with capital letters, followed by lower case (e.g., H₂, HEDM, hcp). Follow alphabetical entries with Greek or special symbols. Capitalize definitions only if they are proper names (e.g. Department of Defense).

LIST OF SYMBOLS, ABBREVIATIONS AND ACRONYMS	
CAT	Computerized Axial Tomography
COMSAT	Communication Satellites
DMP-128	a Polaroid™ photopolymer
DoD	Department of Defense
Dcg	dichromated gelatin
H ²	hydrogen
HEDM	High Energy Density Matter
∇	Angle of Attack

Figure 6. Example of Lists of Symbols, Abbreviations and Acronyms

5.0 FORMAT REQUIREMENTS.

5.1 Type (Font) and Headings (Section Titles)

The recommended font is 12-point Times New Roman or Arial throughout the report. Figure 7 shows an example (format and spacing) of headings:

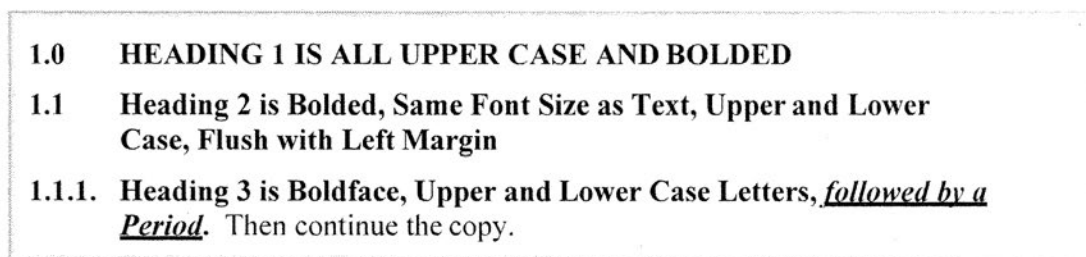


Figure 7. Heading Formats

5.2 Spacing

Final reports should be single spaced. It isn't necessary to double-space between paragraphs if the first line of each paragraph is indented.

5.3 Margins

Leave 1-inch left, right, and top margins. Leave enough room at the bottom of each page to include page numbers and notices (applicable restrictive statements (i.e., Public Affairs (PA) Clearance, additional control markings, distribution statement, export control warning, etc., as applicable).

5.4 Numbering

Page numbers are centered at the bottom of the page, above the footer. Figure numbers and their captions are on the same line below figures, while table numbers and their captions are on the same line above the tables. (See Figure 4 and Figure 5).

6.0 PRESENTATION STYLES

6.1 Style for Equations, Figures, and Tables

All equations, figures and tables shall be crisp and easy to read as shown in Equation 1. Figure and Table Captions should be in at least an 8-point type (handwriting on figures and tables is not). List of figures and tables are numbered, worded, spelled and punctuated exactly as they are in the report.

6.1.1. Style for Equations

$$(1 + x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \dots \quad (1)$$

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \quad (2)$$

Equation 1. Sample Equations

6.1.2. Style for Figure Captions

Figure captions should be in title case letters using a consistent font, as shown in Figure 8 below. The Figure Caption describes the content without giving background information, results, or comments about the figure. Reference to figures and tables must appear in the text before the actual figure or table appears in the report. Where possible, integrate figures and tables into text and place figure/table as soon after the first mention of it as possible, before beginning a new subject. There should be two blank lines between Figures or Tables and text.

Sample Representation Only
(border not required.)

Figure 8. Figure Caption is on Same Line as Figure Number

6.1.3. Style for Table Captions

Authors should use the style listed in section 4.1.2. As shown in Table 4, the caption line and caption number should be centered, bolded, with no period at the end of the caption.

Table 4. Table Caption is on Same Line as Table Number

NAME	ADDRESS	CITY, STATE

7.0 REFERENCES

ANSI/NISO Z39.18-2005 (R2010), Scientific and Technical Reports – Preparation, Presentation and Preservation, 13 May 2010.

Defense Federal Acquisition Regulation Supplement (DFARS) and Procedures, Guidance, and Information (PGI).

DoDI 5230.24, *Distribution Statements on Technical Documents*, 01 November 2017.

8.0 LIST OF ACRONYMS & GLOSSARY

AFRL – Air Force Research Laboratory

ANSI – American National Standards Institute

BAA – Broad Agency Announcement

CDO – Controlling DoD Office

CDRL – Contract Data Requirements List

DARPA – Defense Advanced Research Projects Agency

DoD – Department of Defense

DoDI – Department of Defense Instruction

DO-TO – Delivery – Task Order

DTIC – Defense Technical Information Center

NISO – National Information Standards Organization

PA – Public Affairs

PM – Program Manager

SAR – Same as Report

SBIR – Small Business Innovative Research

STINFO – Science & Technical Information

STTR – Small Business Technology Transfer

WUM – Work Unit Manager

APPENDIX A – Notice and Signature Pages

The following example notice page description would be used for a document NOT cleared for public release and for use with Controlled Unclassified Information (CUI) to which the Government has unlimited rights.

NOTICE AND SIGNATURE PAGE

Using Government drawings, specifications, or other data included in this document for any purpose other than Government procurement does not in any way obligate the U.S. Government. The fact that the Government formulated or supplied the drawings, specifications, or other data does not license the holder or any other person or corporation; or convey any rights or permission to manufacture, use, or sell any patented invention that may relate to them.

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AFRL-RH-WP-TR-20XX-XXXX HAS BEEN REVIEWED AND IS APPROVED FOR PUBLICATION IN ACCORDANCE WITH THE ASSIGNED DISTRIBUTION STATEMENT.

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This report was cleared for public release by XXth Air Base Wing Public Affairs Office and is available to the general public, including foreign nationals. Copies may be obtained from the Defense Technical Information Center (DTIC) (<http://www.dtic.mil>).

AFRL-RH-WP-TR-20XX-XXXX HAS BEEN REVIEWED AND IS APPROVED FOR PUBLICATION.

Use Distribution Statement A with this Notice and Signature Page.

The following example notice page description would be used for a document that is contracted fundamental research deemed exempt from public affairs Security and Policy Review.

NOTICE AND SIGNATURE PAGE

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This report is the result of contracted fundamental research deemed exempt from public affairs security and policy review in accordance with SAF/AQR memorandum dated 10 Dec 08 and AFRL/CA policy clarification memorandum dated 16 Jan 09. This report is available to the general public, including foreign nationals. Copies may be obtained from the Defense Technical Information Center (DTIC) (<http://www.dtic.mil>).

AFRL-R11-WP-TR-20XX-XXXX HAS BEEN REVIEWED AND IS APPROVED FOR PUBLICATION.

Use Distribution A with this notice page if it is exempt from Public Affairs Security and Policy Review.

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Government Purpose Rights Legend

Contract Number:

Contractor Name:

Contractor Address:

Location of Government Purpose Rights Data: [enter pages, sections, figures, etc.] (GPR REQUIREMENT)

Expiration of Government Purpose Rights (if applicable):

The Government's rights to use, modify, reproduce, release, perform, display, or disclose technical data contained in this report are restricted by paragraph (b)(2) of the Rights in Technical Data – Noncommercial Items clause (DFARS 252.227-7013 (Feb 2014)) contained in the above identified contract. No restrictions apply after the expiration date shown above. Any reproduction of technical data or portions thereof marked with this legend must also reproduce the markings.

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Limited Rights Legend
Contract Number:
Contractor Name:
Contractor Address:
Location of Limited Rights Data: [insert pages, sections, figures, etc.] THIS IS A REPRODUCIBLE
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SBIR Data Rights Legend

Contract Number:

Contractor Name:

Contractor Address:

Location of SBIR Data Rights Information: [insert pages, sections, figures, etc. THIS IS A RE-STATEMENT OF THE

Expiration of SBIR Data Rights: Expires five years after completion of project work for this or any follow-on SBIR contract, whichever is later

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The following example notice page description would be used for a Restricted Rights document.

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Restricted Rights Legend
Contract Number:
Contractor Name:
Contractor Address:
Location of Restricted Rights Software:
The Government's rights to use, modify, reproduce, release, perform, display, or disclose computer software contained in this document are restricted by paragraph (b)(3) of the Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation clause (DFARS 252.227-7014 (Feb 2014)) contained in the above identified contract. Any reproduction of computer software or portions thereof marked with this legend must also reproduce the markings. Any person, other than the Government, who has been provided access to such software must promptly notify the above named contractor.
Qualified requestors may obtain copies of this report from the Defense Technical Information Center (DTIC) (http://www.dtic.mil).
AFRL-RH-WP-TR-20XX-XXXX HAS BEEN REVIEWED AND IS APPROVED FOR PUBLICATION IN ACCORDANCE WITH ASSIGNED DISTRIBUTION STATEMENT.

Use Distribution Statement B with this "Notice Page" to prevent information from being available outside of the Government or E to prevent information from being available outside of the DoD.

Some government information can contain copyrighted material (i.e. quote, chart, photograph, drawing, etc.) when used with permission. Copyrighted material incorporated in government work retains its copyright protection. The copyright statement is displayed under the distribution statement.

DISTRIBUTION STATEMENT B. Distribution authorized to U.S. Government Agencies only; Proprietary Information (Limited Rights Data), Critical Technology; 10 February 2017. Other requests for this document shall be referred to XXX/XXXX, Wright-Patterson Air Force Base, OH 45433.

DESTRUCTION NOTICE – Destroy by any method that will prevent disclosure of contents or reconstruction of the document.

See additional restrictions described on inside pages

APPENDIX B – Notice to Accompany the Dissemination of Export Controlled Technical Data

Export of the attached information (which includes, in some circumstances, release to foreign nationals within the United States) without first obtaining approval or license from the Department of State for items controlled by the International Traffic in Arms Regulation (ITAR), or the Department of Commerce for items controlled by the Export Administration Regulation (EAR) may constitute a violation of law.

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In accordance with your certification that establishes you as a “qualified U.S. contractor,” unauthorized dissemination of this information is prohibited and may result in your disqualification as a qualified U.S. contractor, and may be considered in determining your eligibility for future contracts with the Department of Defense.

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If the technical data furnished by the Government will be used for commercial manufacturing or other profit potential, a license for such use may be necessary. Any payments in support of the request for data do not include or involve any license rights.

A copy of this notice shall be provided with any partial or complete reproduction of these data that are provided to qualified U.S. contractors.

REPORT DOCUMENTATION PAGE				Form Approved OMB No. 0704-0188	
The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.					
1. REPORT DATE (DD-MM-YYYY)		2. REPORT TYPE		3. DATES COVERED (From - To)	
4. TITLE AND SUBTITLE				5a. CONTRACT NUMBER	
				5b. GRANT NUMBER	
				5c. PROGRAM ELEMENT NUMBER	
6. AUTHOR(S)				5d. PROJECT NUMBER	
				5e. TASK NUMBER	
				5f. WORK UNIT NUMBER	
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES)				8. PERFORMING ORGANIZATION REPORT NUMBER	
9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)				10. SPONSOR/MONITOR'S ACRONYM(S)	
				11. SPONSOR/MONITOR'S REPORT NUMBER(S)	
12. DISTRIBUTION/AVAILABILITY STATEMENT					
13. SUPPLEMENTARY NOTES					
14. ABSTRACT					
15. SUBJECT TERMS					
16. SECURITY CLASSIFICATION OF:			17. LIMITATION OF ABSTRACT	18. NUMBER OF PAGES	19a. NAME OF RESPONSIBLE PERSON
a. REPORT	b. ABSTRACT	c. THIS PAGE			19b. TELEPHONE NUMBER (Include area code)

INSTRUCTIONS FOR COMPLETING SF 298

1. REPORT DATE. Full publication date, including day, month, if available. Must cite at least the year and be Year 2000 compliant, e.g. 30-06-1998; xx-06-1998; xx-xx-1998.

2. REPORT TYPE. State the type of report, such as final, technical, interim, memorandum, master's thesis, progress, quarterly, research, special, group study, etc.

3. DATES COVERED. Indicate the time during which the work was performed and the report was written, e.g., Jun 1997 - Jun 1998; 1-10 Jun 1996; May - Nov 1998; Nov 1998.

4. TITLE. Enter title and subtitle with volume number and part number, if applicable. On classified documents, enter the title classification in parentheses.

5a. CONTRACT NUMBER. Enter all contract numbers as they appear in the report, e.g. F33615-86-C-5169.

5b. GRANT NUMBER. Enter all grant numbers as they appear in the report, e.g. AFOSR-82-1234.

5c. PROGRAM ELEMENT NUMBER. Enter all program element numbers as they appear in the report, e.g. 61101A.

5d. PROJECT NUMBER. Enter all project numbers as they appear in the report, e.g. 1F665702D1257; ILIR.

5e. TASK NUMBER. Enter all task numbers as they appear in the report, e.g. 05; RF0330201; T4112.

5f. WORK UNIT NUMBER. Enter all work unit numbers as they appear in the report, e.g. 001; AFAPL30480105.

6. AUTHOR(S). Enter name(s) of person(s) responsible for writing the report, performing the research, or credited with the content of the report. The form of entry is the last name, first name, middle initial, and additional qualifiers separated by commas, e.g. Smith, Richard, J, Jr.

7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES). Self-explanatory.

8. PERFORMING ORGANIZATION REPORT NUMBER. Enter all unique alphanumeric report numbers assigned by the performing organization, e.g. BRL-1234; AFWL-TR-85-4017-Vol-21-PT-2.

9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES). Enter the name and address of the organization(s) financially responsible for and monitoring the work.

10. SPONSOR/MONITOR'S ACRONYM(S). Enter, if available, e.g. BRL, ARDEC, NADC.

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12. DISTRIBUTION/AVAILABILITY STATEMENT. Use agency-mandated availability statements to indicate the public availability or distribution limitations of the report. If additional limitations/ restrictions or special markings are indicated, follow agency authorization procedures, e.g. RD/FRD, PROPIN, ITAR, etc. Include copyright information.

13. SUPPLEMENTARY NOTES. Enter information not included elsewhere such as: prepared in cooperation with; translation of; report supersedes; old edition number, etc.

14. ABSTRACT. A brief (approximately 200 words) factual summary of the most significant information.

15. SUBJECT TERMS. Key words or phrases identifying major concepts in the report.

16. SECURITY CLASSIFICATION. Enter security classification in accordance with security classification regulations, e.g. U, C, S, etc. If this form contains classified information, stamp classification level on the top and bottom of this page.

17. LIMITATION OF ABSTRACT. This block must be completed to assign a distribution limitation to the abstract. Enter UU (Unclassified Unlimited) or SAR (Same as Report). An entry in this block is necessary if the abstract is to be limited.

**This is a Place Holder for the Non-Proprietary Statement of Work
(SOW) Attachment**

This is a Place Holder for the Subcontracting Plan Attachment

**This is a Place Holder for the SOW Supplemental Requirements
Attachment**

SECURITY PROCEDURES SUPPLEMENT

The Security Procedures Supplement contains the explanation, direction and processes required by Security Forces for Contractor access to Air Force installations. The following documents are included:

1. Notification of Contract Procedures
2. Example of Notification of Contract Letter
3. Example of Reissue of Base Identification Letter
4. Example of Contractor's Additional Employees List Letter
5. Example of Termination of Employment Letter
6. Example of Appointment/Termination Record - Signature Card (Wright-Patterson AFB Form 1402)
7. Blank Appointment/Termination Record - Signature Card (Wright-Patterson AFB Form 1402)
8. Example of Application for WPAFB Identification Card (Wright-Patterson AFB Form 1440)
9. Blank Application for WPAFB Identification Card (Wright-Patterson AFB Form 1440)

Failure to follow the procedures and processes outlined in the Security Procedures Supplement will result in delays in Contractors gaining access to the base.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 88TH AIR BASE WING (AFMC)
WRIGHT-PATTERSON AIR FORCE BASE OHIO

MEMORANDUM FOR: CONTRACTORS AND CONTRACTING OFFICERS

FROM: 88 SFS/S3R (PASS AND REGISTRATION)

SUBJECT: NOTIFICATION OF CONTRACT PROCEDURES

NEW CONTRACT/OPTIONS/EXTENSION

Step 1 – Notification of Contract Letter

All contractors receiving WPAFB or US government-approved contracts, contract renewals or contract extensions must submit a "Notification of Contract" on company letter head signed by a company principal or designated agent, from the prime contractor and the base contracting officer containing the following information:

1. Installation specific contract number
2. Location of worksite(s) on base: Area(s) and Bldg#(s), the times & days of the week and the FPCON Level (A,B or C) the contractors will need to have to access the installation
3. Minimum of one Authorized Signer a maximum of two - each of whom must be Principals and/or designated agents of the company - who will be able to sign for temporary passes for up to 30 days only.
4. Last names, First names, DOB, DL# and State the DL was issued (in alphabetical order) of all prime contractors and subcontractors performing work under the specific contract needing access to the installation for more than 30 days or for a second or more consecutive 30 day requests
5. The "Notification of Contract" or "Additional Employee List" letter (in alphabetical order) on company letterhead signed by a company principal or designated agent and the base contracting officer must be submitted to the 88SFS/S3R at least 48hrs prior (two (2) complete duty days) to the issuance of base identification or pass.
6. Only four (4) additions are authorized to the contract without producing a new Notification of Contract Letter

The Base Contracting Officer will approve this letter with original and official endorsement. The letter will then be hand carried to 88 SFS/S3R. "Notification of contracts", "Additional Employee List" or "Notification of Cement, Concrete & Asphalt Deliveries" will not be accepted without original, "wet" signatures. No faxes, copies or scans of any type will be accepted (Blue ink maybe used for signatures).

Step 2 – WPAFB Form 1440 Request for Base Identification

Contractors must provide Pass & Registration with a correct and completed WPAFB Form 1440 certified by the Certified Requesting Official with the following information and will not be accepted without original, "wet" signatures:

1. Address to 88 SFS/S3R Wright-Patterson AFB, OH 45433
2. Prime contractor company name, address and phone number
3. Subcontractor's name, address and phone number (if applicable)
4. Complete all personal information to include full SSN or as stated on state identification or DoD ID Number.
5. Installation specific contract number the individual is working on
6. The Certified Requesting Official will enter a contract number, card expiration date (no longer than three years), Days, Times, Area(s) and FPCON level. The form must be correct and fully completed prior to arriving at Pass & Registration or will result in denial of credential issuance.
7. The WPAFB form 1440 will only be valid for 30 days from the date signed by the Certified Requesting Official. No faxes, copies or scans allowed (Blue ink maybe used for signatures).

Important! The Certifying Requesting Official must have a WPAFB Form 1402 (Signature Card) with an original "wet" signature on file with 88 SFS/S3R Pass & Registration. The Certifying Requesting Official will either be a US Government Contracting Officer, US Government official (DoD Civilian or Active Duty Military) or a US Government Contracting Officer's representative overseeing the contract. These are the only individuals able to sign the WPAFB Form 1440 and the individuals who sign the WPAFB Form 1440 will be responsible for all actions of the contractors that they sign for while working on WPAFB. Please call Pass and Registration ahead of time to check for policy/regulation changes or updates. The phone number to Pass and Registration is 257-3955. No faxes, scans or copies allowed.

COMPANY LETTER HEAD

To: 88 SFS/S3R (Pass and Registration Office)
4185 Logistics Avenue
Wright-Patterson AFB, OH 45433-5737

Subject: **Notification of Contract**

Reference: Base Specific Contract # XXXXXX-XX-X-XXXX

Company name has been awarded contract # XXXXXX-XX-X-XXXX. The contract period of performance is XX/XXX/.XXXX through XX/XX/XXXX excluding options years. The operating duty days of the week will be from XXX through XXX and operating duty times will be from XXXX hrs through XXXX hrs. The Contractors shall perform all support and services under this contract at location(s) (Bldg. #s) in Area(s) XXXXX. The FPCON Level on which the contractors will perform work on the installation will be XXXXX

The following employees (in alphabetical order) will be working on-site in support of the referenced order:

Employee A (Last Name, First Name, MI., DOB, DL# and State)
Employee B (Last Name, First Name, MI., DOB, DL# and State)
Employee C (Last Name, First Name, MI., DOB, DL# and State)
Employee D (independent consultant for primary contractor) (Last Name, First Name, MI., DOB, DL# and State)

Subcontractor's employees (in alphabetical order) of Company XXXX

Employee A (Last Name, First Name, MI., DOB, DL# and State)
Employee B (Last Name, First Name, MI., DOB, DL# and State)
Employee C (Last Name, First Name, MI., DOB, DL# and State)
Employee D (independent consultant for subcontractor) (Last Name, First Name, MI., DOB, DL# and State)

The following employee(s) will be point of contact and will be the "Authorized Signer(s)" who must be principals and/or agents from the **PRIME CONTRACTOR ONLY** (for contract # XXXXXX-XX-X-XXXX). "Authorized Signers" will ensure all employees of the prime contractor, sub-contractor and all day labors working on this contract will be citizens of the United States or have the USCIS issued Permanent Resident Card (Form I-551) with them at all times. If compliance is not met the "Authorized Signer" will lose their status.

Employee A (Last Name, First Name, MI., DOB, DL# and State) sig. _____
Employee B (Last Name, First Name, MI., DOB, DL# and State) sig. _____

Please contact me with any questions at (XXX) XXX-XXXX.

Sincerely,

sig. _____
John Doe (must be principal or agent)
Company name / Title, Phone Number

sig. _____
(Print or stamp) Contracting Officer Signature Block
Squadron / Office Symbol, Phone Number

COMPANY LETTER HEAD

To: 88 SFS/S3R (Pass and Registration Office)
4185 Logistics Avenue
Wright-Patterson AFB, OH 45433-5737

Subject: **Reissue of Base Identification**

Reference: Base Specific Contract # XXXXXX-XX-X-XXXX

The following employee has **misplaced / lost** their identification or their identification is unserviceable and requires a **replacement**. If the original identification is found, it will be returned to 88 SFS/S5SP office with appropriate paperwork for destruction.

The following employees (in alphabetical order) will be working on-site in support of the referenced order:

Employee A (Last Name, First Name, MI., DOB, DL# and State)
Employee B (Last Name, First Name, MI., DOB, DL# and State)
Employee C (Last Name, First Name, MI., DOB, DL# and State)
Employee D (independent consultant for primary contractor) (Last Name, First Name, MI., DOB, DL# and State)

Subcontractor's employees (in alphabetical order) of Company XXX

Employee A (Last Name, First Name, MI., DOB, DL# and State)
Employee B (Last Name, First Name, MI., DOB, DL# and State)
Employee C (Last Name, First Name, MI., DOB, DL# and State)
Employee D (independent consultant for subcontractor) (Last Name, First Name, MI., DOB, DL# and State)

This letter along with a new, completed WPAFB Form 1440 will accompany the individual who misplaced/lost their base identification card for replacement.

Please contact me with any questions at (XXX) XXX-XXXX

Sincerely,

John Doe (must be principal or agent)
Company name and title

Sig. _____

John Q. Smith
WPAFB Contracting Officer

Sig. _____

COMPANY LETTER HEAD

To: 88 SFS/S3R (Pass and Registration Office)
4185 Logistics Avenue
Wright-Patterson AFB, OH 45433-5737

Subject: **Contractor's Additional Employees List**

Reference: Base Specific Contract # XXXXXX-XX-X-XXXX

The following employees (in alphabetical order) will be working on-site in support of the referenced order:

Employee A (Last Name, First Name, MI., DOB, DL# and State)
Employee B (Last Name, First Name, MI., DOB, DL# and State)
Employee C (Last Name, First Name, MI., DOB, DL# and State)
Employee D (independent consultant for primary contractor) (Last Name, First Name, MI., DOB, DL# and State)

Subcontractor's employees (in alphabetical order) of Company XXX

Employee A (Last Name, First Name, MI., DOB, DL# and State)
Employee B (Last Name, First Name, MI., DOB, DL# and State)
Employee C (Last Name, First Name, MI., DOB, DL# and State)
Employee D (independent consultant for subcontractor) (Last Name, First Name, MI., DOB, DL# and State)

The **PRIME CONTRACTOR will** ensure all employees of the prime contractor, sub-contractor and all day labors working on this contract will be citizens of the United States or have the USCIS issued Permanent Resident Card (Form I-551) with them at all times.

Please contact me with any questions at (XXX) XXX-XXXX

Sincerely,

John Doe (must be principal or agent)
Company name and title

Contracting Officer Signature Block
Squadron / Office Symbol, Phone Number

COMPANY LETTER HEAD

To: 88 SFS/S3R (Pass and Registration Office)
4185 Logistics Avenue
Wright-Patterson AFB, OH 45433-5737

Subject: **Termination of Employment**

Reference: Base Specific Contract # XXXXXX-XX-X-XXXX

The following identification and vehicle passes / decals are being returned for destruction due to termination of employment.

The following employees (in alphabetical order) will be working on-site in support of the referenced order:

Employee A (Last Name, First Name, MI., DOB, DL# and State)

Employee B

ID card /Visitor's Pass# XXXXXXXX (Employee's Name) is retired government worker
whose vehicle is not registered under this contract

Subcontractor's employees of Company XXXXXX

The following employees (in alphabetical order) will be working on-site in support of the referenced order:

Employee A (Last Name, First Name, MI., DOB, DL# and State)

Employee B

ID card/Visitor's Pass #XXXXXXXX (Employee's Name) is retired government worker
whose vehicle is not registered under this contract

Please contact me with any questions at (XXX) XXX-XXXX

Sincerely,

John Doe (must be principal or agent)
Company name and title

Contracting Officer Signature Block
Squadron / Office Symbol, Phone Number

APPOINTMENT/TERMINATION RECORD - SIGNATURE CARD			
Read Privacy Act Statement and Instructions before completing form.			
PRIVACY ACT STATEMENT			
AUTHORITY: Powers and duties, delegated by 10 U.S.C. 8013, Secretary of the Air Force and E.O. 9397 (SSN). PRINCIPAL PURPOSES: To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents. Badge records are used to record building/area entry credential information including information on the loss of theft of these credentials. Used by the security police for issuing ID cards and these restricted or controlled area badges which authorize entry into certain areas. Some organizations may routinely keep copies of the above documentation in order to maintain control over persons authorized entry into certain areas. Accountability documents are used to insure proper control over the various forms utilized in these functions. ROUTINE USE(S): In addition to those disclosure generally permitted under 5 U.S.C., 55a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C., 552a(b)(3) as follows: The Blanket Routine Uses published at the beginning of the Air Force's compilation of systems of records notices apply. DISCLOSURE: Voluntary, however, failure to provide the requested information may preclude appointment.			
SECTION I		COMMANDER/APPOINTING AUTHORITY	
1. NAME (First, MI, Last) CLAUDE, SANTA A.		2. TITLE COMMANDER	3. ORGANIZATION 25AWCC
4. DATE (YYYYMMDD) 00001225	5. SIGNATURE		
SECTION II		APPOINTEE	
6. NAME (First, MI, Last) JOHN A. SMITH		7. TITLE CONT. OFFICER	8. ORGANIZATION 25AW/XP
9. PHONE (include Area Code) (937) 000-0000		10. ADDRESS (include zip code) 123 FIRST STREET NPAFB, NORTH POLE	
11. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD) 20080408		12. POSITION APPOINTED (check one) ☐ CERTIFYING OFFICER ☐ ACCOUNTABLE OFFICIAL ☒ OTHER (Specify) BOTH	
13. YOU ARE HEREBY APPOINTED TO SERVE THE CAPACITY/POSITION SHOWN ABOVE. YOUR RESPONSIBILITIES WILL INCLUDE? CERTIFYING REQUESTING OFFICIAL FOR THE WPAFB FORM 1440			
14. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED. (LEAVE BLANK)			
SECTION III		ACKNOWLEDGEMENT OF APPOINTMENT	
I ACKNOWLEDGE AND ACCEPT THE POSITION AND RESPONSIBILITIES DEFINED ABOVE. I CERTIFY THAT MY OFFICIAL SIGNATURE IS SHOWN IN THE BOX BELOW.			
15. NAME (First, MI, Last) JOHN A. SMITH		16. SIGNATURE	
SECTION IV		TERMINATION OF APPOINTMENT	
☐ THE APPOINTMENT OF THE INDIVIDUAL NAMED ABOVE IS REVOKED		17. EFFECTIVE DATE (YYYYMMDD)	18. APPOINTEE INITIALS
19. NAME OF COMMANDER/APPOINTING AUTHORITY	7. TITLE	21. SIGNATURE	

FOR OFFICIAL USE ONLY WHEN FILLED IN

APPOINTMENT/TERMINATION RECORD - SIGNATURE CARD			
Read Privacy Act Statement and Instructions Before Completing Form.			
PRIVACY ACT STATEMENT			
AUTHORITY: Powers and duties, delegated by 10 U.S.C. 8013, Secretary of the Air Force and E.O. 9397 (SSN). PRINCIPAL PURPOSES: To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents. Badge records are used to record building/area entry credential information including information on the loss of theft of these credentials. Used by the security police for issuing ID cards and these restricted or controlled area badges which authorize entry into certain areas. Some organizations may routinely keep copies of the above documentation in order to maintain control over persons authorized entry into certain areas. Accountability documents are used to insure proper control over the various forms utilized in these functions. ROUTINE USE(S): In addition to those disclosure generally permitted under 5 U.S.C., 55a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C., 552a(b)(3) as follows: The Blanket Routine Uses published at the beginning of the Air Force's compilation of systems of records notices apply. DISCLOSURE: Voluntary, however, failure to provide the requested information may preclude appointment.			
SECTION I		COMMANDER/APPOINTING AUTHORITY	
1. NAME (First, MI, Last)	2. TITLE	3. ORGANIZATION	
5. SIGNATURE Click to sign		4. DATE (YYYYMMDD)	
SECTION II		APPOINTEE	
6. NAME (First, MI, Last)	7. TITLE	8. ORGANIZATION	9. PHONE (include Area Code)
10. ADDRESS (include zip code)		11. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD)	
12. POSITION APPOINTED (check one) ☐ CERTIFYING OFFICER ☐ ACCOUNTABLE OFFICIAL ☐ OTHER (Specify)			
13. YOU ARE HEREBY APPOINTED TO SERVE THE CAPACITY/POSITION SHOWN ABOVE. YOUR RESPONSIBILITIES WILL INCLUDE?			
14. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED.			
SECTION III			
ACKNOWLEDGEMENT OF APPOINTMENT			
I ACKNOWLEDGE AND ACCEPT THE POSITION AND RESPONSIBILITIES DEFINED ABOVE. I CERTIFY THAT MY OFFICIAL SIGNATURE IS SHOWN IN THE BOX BELOW.			
15. NAME (First, MI, Last)	16. SIGNATURE Click to sign		
SECTION IV			
TERMINATION OF APPOINTMENT			
☐ THE APPOINTMENT OF THE INDIVIDUAL NAMED ABOVE IS REVOKED		17. EFFECTIVE DATE (YYYYMMDD)	18. APPOINTEE INITIALS
19. NAME OF COMMANDER/APPOINTING AUTHORITY	7. TITLE	21. SIGNATURE Click to sign	

**INSTRUCTIONS FOR COMPLETING
APPOINTMENT/TERMINATION RECORD - SIGNATURE CARD**

THIS FORM MAY BE USED TO:

1. APPOINT CERTIFYING OFFICERS. CERTIFYING OFFICERS ARE THOSE INDIVIDUALS, MILITARY OR CIVILIAN, DESIGNATED TO ATTEST TO THE CORRECTNESS OF STATEMENTS, FACTS, AND INFORMATION APPEARING ON IDENTIFICATION CARDS AND THESE RESTRICTED OR CONTROLLED AREA BADGES.
2. APPOINT ACCOUNTABLE OFFICIALS. ACCOUNTABLE OFFICIALS ARE THOSE INDIVIDUALS, MILITARY OR CIVILIAN, WHO ARE DESIGNED IN WRITING AND ARE NOT OTHERWISE ACCOUNTABLE UNDER APPLICABLE LAW, WHO PROVIDE SOURCE INFORMATION, DATA OR SERVICE TO A CERTIFYING OFFICER IN SUPPORT OF ISSUING PROCESS.

SECTION I

1. ENTER THE NAME OF THE COMMANDER/APPOINTING AUTHORITY
2. ENTER THE COMMANDER/APPOINTING AUTHORITY'S TITLE
3. ENTER THE NAME OF THE COMMANDER/APPOINTING AUTHORITY'S ORGANIZATION LOCATION
4. ENTER THE DATE THE FORM IS COMPLETED
5. THE COMMANDER/APPOINTING MUST PLACE HIS OR HER LEGAL SIGNATURE IN THE BLOCK PROVIDED

SECTION II

6. ENTER THE APPOINTEE'S NAME
7. ENTER THE APPOINTEE'S TITLE
- 8.-10. ENTER THE NAME, COMPLETE ADDRESS, AND PHONE NUMBER OF THE ORGANIZATION ACTIVITY TO WHICH APPOINTED.
11. ENTER THE DATE THE APPOINTMENT IS TO BE EFFECTIVE
12. CHECK THE APPROPRIATE BOX INDICATING THE PURPOSE FOR THE APPOINTMENT
13. DESCRIBE IN DETAIL THE DUTIES THE APPOINTEE WILL BE REQUIRED TO PERFORM, TO INCLUDE TYPES OF CREDENTIALS, FOR WHICH AUTHORIZED, AND ANY OTHER PERTINENT INFORMATION
14. LIST ALL REGULATIONS THE APPOINTEE MUST REVIEW AND FOLLOW IN ORDER TO ADEQUATELY FULFILL THE REQUIREMENTS OF THE APPOINTMENT

SECTION III

- 15.-16. THE APPOINTEE SHALL PRINT (OR TYPE) HIS OR HER NAME AND ENTER HIS OR HER LEGAL SIGNATURE IN THE SPACES PROVIDED

SECTION IV

17. ENTER THE DATE THE TERMINATION IS EFFECTIVE
18. THE APPOINTEE WILL INITIAL IN THE SPACE PROVIDED ACKNOWLEDGING REVOCATION OF THE APPOINTMENT
- 20.-22. THE COMMANDER/APPOINTING AUTHORITY MUST PLACE HIS OR HER NAME, TITLE AND LEGAL SIGNATURE IN THE SPACES PROVIDED

NOTE: COMPLETING THIS SECTION WILL TERMINATE THE ORIGINAL APPOINTMENT AS OF THE EFFECTIVE DATE. IF PARTIAL AUTHORITY IS TO BE RETAINED, A NEW WPAFB 1402 MUST BE COMPLETED. CHECK THE BOX PROVIDED TO INDICATE THE APPOINTMENT IS BEING REVOKED.

APPLICATION FOR WPAFB IDENTIFICATION CARD <i>(This Form Is Subject to the Privacy Act of 1974)</i>				
PRIVACY ACT STATEMENT				
AUTHORITY: 10 U.S.C. 8013 PRINCIPAL PURPOSE: Used by the security police for issuing ID cards and these restricted or controlled area badges which authorize entry into certain areas. Some organizations may routinely keep copies of the above documentation in order to maintain control over persons authorized entry into certain areas. Accountability documents are used to insure proper control over the various forms utilized in these functions. ROUTINE USE: To request and record the issuance of computer generated WPAFB Contractor/Visitor Identification Card and to request and record issuance of any identification credential when the use of another form has not been specified. DISCLOSURE: Information requested on the form is voluntary. Failure to provide any of the requested information will result in non-issuance of identification credentials.				
I hereby acknowledge receipt of the credentials indicated by my signature below and am fully aware of my responsibilities pertaining to their use. I will promptly return all credentials when they are not needed for my assigned duties or upon requested by proper authority.				
NOTICE: While on this installation all personnel and the property under their control are subject to search. Controlled radioactive material being brought onto an AFMC installation must first be approved by the monitor for nuclear safety.				
TO		FROM (Business Address or Orgn/ Symbol/Sponsor/ of Prime Contractor)		LOCAL BUSINESS ADDRESS OR SUB-CONTRACTOR/PHONE
88 SFS/S3R (Pass & Registration) Wright-Patterson AFB, OH 45433		" PRIME CONTRACTOR "		" SUB-CONTRACTOR "
NAME DOE, JOHN A.		RACE N/A	SSN OR DoD ID NUMBER 000-00-0000	☒ MR. ☐ MRS. ☐ MS
DRIVERS LICENSE/STATE ID NUMBER ABC12345	STATE STATE	DATE OF BIRTH 00 / MMM / 0000		CITIZEN (Country) US (OR OTHER)
HAIR BROWN	HEIGHT 72"	WEIGHT 200 lbs.	EYES BROWN	
HOME ADDRESS 1234 FIRST STREET DAYTON, OHIO 45433			PHONE (000) 000-0000	
☒ OFFICIAL CONTRACTOR ☐ VOLUNTEER ☐ UNOFFICIAL/VENDOR		ISSUE DATE (LEAVE BLANK) CARD NUMBER (LEAVE BLANK)		AREAS AUTHORIZED BY CONTRACT ☒ AREA A ☐ AREA B
CONTRACT NUMBER <u>MUST HAVE CONTRACT NUMBER</u> CARD EXPIRATION <u>MUST HAVE SPECIFIC EXP. DATE</u>		SIGNATURE OF ISSUING OFFICIAL		
SIGNATURE OF RECIPIENT		SIGNATURE OF ISSUING OFFICIAL		
DAYS AUTHORIZED (Check appropriate)		AUTHORIZED TIMES	FPCON	
☒ MON ☒ TUE ☒ WED ☒ THUR ☒ FRI ☐ SAT ☐ SUN		0000hrs - 0000hrs	TYPE ALLOWED	
*****WARNING NOTICE***** BY PLACING YOUR SIGNATURE ABOVE YOU AGREE: 1. ALL INFORMATION OBTAINED ON THIS FORM WILL BE USED TO CONDUCT A CRIMINAL BACKGROUND CHECK PRIOR TO ISSUANCE OF IDENTIFICATION. ____ (Initials) 2. UPON TERMINATION, REASSIGNMENT, DISCHARGE, OR SEPARATION FOR ANY REASON THE ABOVE APPLICANT AGREES TO RETURN AND SURRENDER THE IDENTIFICATION CARD OR AIR FORCE FORM 75. TEMPORARY VISITOR PASS TO THE 88TH SECURITY FORCES SQUADRON PASS AND REGISTRATION. ____ (Initials) *****WARNING NOTICE*****				
CERTIFICATE OF REQUESTING OFFICIAL				
<i>I certify that the applicant has an official/authorized need for the credential requested and has been briefed on its proper use.</i>				
NAME/TITLE JOHN Q. SMITH. (TITLE) (Authorized Gov. Signatory)		BUSINESS ADDRESS OR ORGANIZATION/SYMBOL AFRL/PKO		
SIGNATURE		PHONE (000) 000-0000	DATE 00 / MM / 0000	

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I hereby acknowledge receipt of the credentials indicated by my signature below and am fully aware of my responsibilities pertaining to their use. I will promptly return all credentials when they are not needed for my assigned duties or upon requested by proper authority.					
NOTICE: While on this installation all personnel and the property under their control are subject to search. Controlled radioactive material being brought onto an AFMC installation must first be approved by the monitor for nuclear safety.					
TO		FROM <i>(Business Address or Orgn/ Symbol/Sponsor/ of Prime Contractor)</i>		LOCAL BUSINESS ADDRESS OR SUB-CONTRACTOR/PHONE	
NAME		RACE	SSN OR DoD ID NUMBER	☐ MR. ☐ MRS. ☐ MS	
DRIVERS LICENSE/STATE ID NUMBER	STATE	DATE OF BIRTH		CITIZEN <i>(Country)</i>	
HAIR	HEIGHT	WEIGHT		EYES	
HOME ADDRESS				PHONE	
☐ OFFICIAL CONTRACTOR ☐ VOLUNTEER ☐ UNOFFICIAL/VENDOR CONTRACT NUMBER _____ CARD EXPIRATION _____		ISSUE DATE _____ CARD NUMBER _____		AREAS AUTHORIZED BY CONTRACT ☐ AREA A ☐ AREA B	
SIGNATURE OF RECIPIENT			SIGNATURE OF ISSUING OFFICIAL		
DAYS AUTHORIZED <i>(Check appropriate)</i> ☐ MON ☐ TUE ☐ WED ☐ THUR ☐ FRI ☐ SAT ☐ SUN			AUTHORIZED TIMES		FPCON
***** WARNING NOTICE ***** BY PLACING YOUR SIGNATURE ABOVE YOU AGREE: 1. ALL INFORMATION OBTAINED ON THIS FORM WILL BE USED TO CONDUCT A CRIMINAL BACKGROUND CHECK PRIOR TO ISSUANCE OF IDENTIFICATION. ____ <i>(Initials)</i> 2. UPON TERMINATION, REASSIGNMENT, DISCHARGE, OR SEPARATION FOR ANY REASON THE ABOVE APPLICANT AGREES TO RETURN AND SURRENDER THE IDENTIFICATION CARD OR AIR FORCE FORM 75. TEMPORARY VISITOR PASS TO THE 88TH SECURITY FORCES SQUADRON PASS AND REGISTRATION. ____ <i>(Initials)</i> ***** WARNING NOTICE *****					
CERTIFICATE OF REQUESTING OFFICIAL					
<i>I certify that the applicant has an official/authorized need for the credential requested and has been briefed on its proper use.</i>					
NAME/TITLE			BUSINESS ADDRESS OR ORGANIZATION/SYMBOL		
SIGNATURE			PHONE	DATE	

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SECTION I

1. ENTER THE NAME OF THE COMMANDER/APPOINTING AUTHORITY
2. ENTER THE COMMANDER/APPOINTING AUTHORITY'S TITLE
3. ENTER THE NAME OF THE COMMANDER/APPOINTING AUTHORITY'S
4. ENTER THE DATE THE FORM IS COMPLETED
5. THE COMMANDER/APPOINTING MUST PLACE HIS OR HER LEGAL

SECTION II

6. ENTER THE APPOINTEE'S NAME
7. ENTER THE APPOINTEE'S TITLE
- 8.-10. ENTER THE NAME, COMPLETE ADDRESS, AND PHONE NUMBER OF
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PART IV - REPRESENTATIONS AND INSTRUCTIONS
SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

NO CLAUSES OR PROVISIONS IN THIS SECTION